



SECRETARY'S CLASS- SESSION 1



Servi-SING



INTRODUCTIONS

- **YOUR NAME?**
- **YOUR VOICE PART?**
- **THE CHAPTER YOU REPRESENT?**
- **# OF YEAR'S IN THE SOCIETY?**
- **WHY YOU TOOK THE JOB?**



BY THE END OF TODAY EACH CHAPTER SECRETARY WILL BE ABLE TO:

- DEMONSTRATE HOW TO NAVIGATE THE WWW.BARBERSHOP.ORG WEB SITE AND LOCATE DOCUMENTS AND FORMS.
- DEMONSTRATE THE PROCESS OF COMPLETING AND SUBMITTING THE MEMBERSHIP & TRANSFER APPLICATION FORM.
- DESCRIBE THE FACTORS DETERMINING THE CORRECT MEMBERSHIP CLASSIFICATION.
- DESCRIBE THE SHOW CLEARANCE AND LICENSING PROCESS.
- DESCRIBE THE NEED AND CLAIM PROCESS FOR LIABILITY/BONDING INSURANCE.
- OUTLINE THE LEGAL DOCUMENTS THAT SHOULD BE STORED BY EACH CHAPTER.
- DESCRIBE THE REASONS WHY THE YOUTH POLICY AND INCORPORATION ARE NEEDED.
- DESCRIBE THE VARIOUS ROLES OF THE CS IN EFFICIENT CHAPTER OPERATION.
- OUTLINE THE CS PRIORITIES AND PROPER RELATIONSHIPS WITH THE CP AND CT.
- OUTLINE THE PROCESS FOR TRANSFERRING TO A NEW CHAPTER.
- IDENTIFY THE QUALITIES OF A LEADER.
- IDENTIFY THE WAYS A CS CAN BE AN EFFECTIVE CHAPTER LEADER.
- DESCRIBE THE FOUR DIFFERENT EASY DUES PLANS AVAILABLE TO THE MEMBERS.
- OUTLINE HOW A CHAPTER ROSTER CAN BE GENERATED BY USING THE SOCIETY WEB SITE.
- DISCUSS AND DEMONSTRATE THE FUNDAMENTALS.

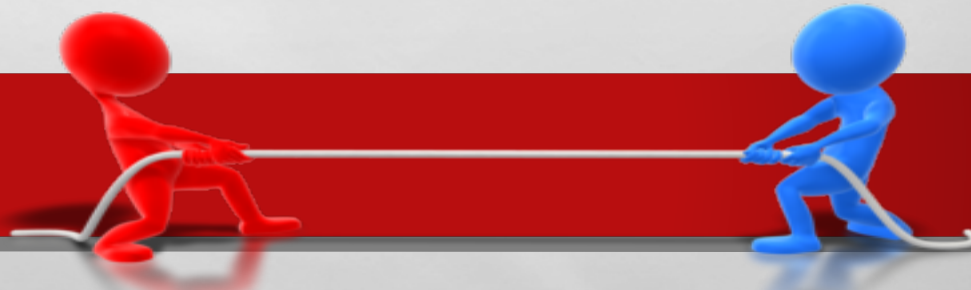
LEADERSHIP VS. MANAGEMENT

LEADERSHIP

- 1.INSPIRES A SHARED VISION
- 2.PROVIDES A PURPOSE
- 3.PROMOTES VALUES
- 4.CREATES CHANGE
- 5.CREATES AN ENVIRONMENT WHERE PEOPLE CAN MOTIVATE THEMSELVES
- 6.CHALLENGES THE PROCESS
- 7.MODELS THE WAY
- 8.ENCOURAGES THE HEART

MANAGEMENT

- 1.PLAN
- 2.ORGANIZES
- 3.PRODUCE ORDERS
- 4.IMPLEMENT SYSTEMS
- 5.CONFORM TO GOALS
- 6.CONTROLS
- 7.ALLOCATE RESOURCES
- 8.FOCUS EFFORTS



ROLE OF THE CHAPTER SECRETARY

- **SERVES AS THE BUSINESS MANAGER FOR THE CHAPTER**
- **MAINTAINS AND UPDATES ALL CHAPTER MEMBERSHIP RECORDS**
- **ORDERS CHAPTER SUPPLIES AND MERCHANDISE**



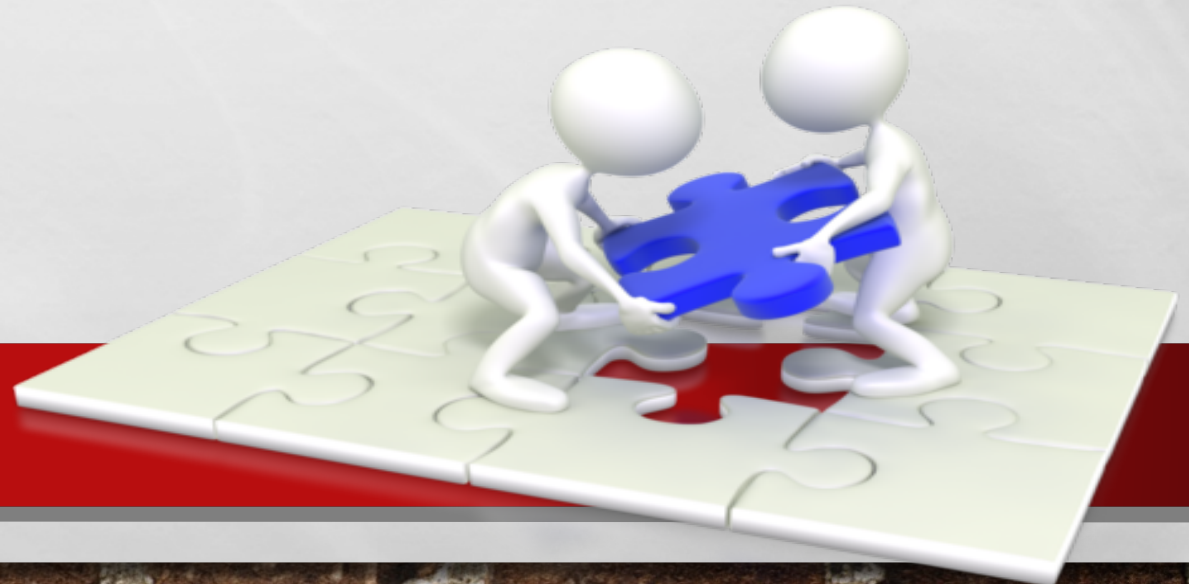
ROLE OF THE CHAPTER SECRETARY

- **REGISTERS OTHERS IN THE CHAPTER FOR SCHOOLS, CONTESTS**
- **AND OTHER DISTRICT AND SOCIETY SPONSORED ACTIVITIES**
- **MAKES SURE THE CHAPTER STAYS LEGAL AND MAINTAINS LEGAL FILES**
- **HANDLES LICENSING PAPERWORK AND CLEARANCES FOR SHOWS**



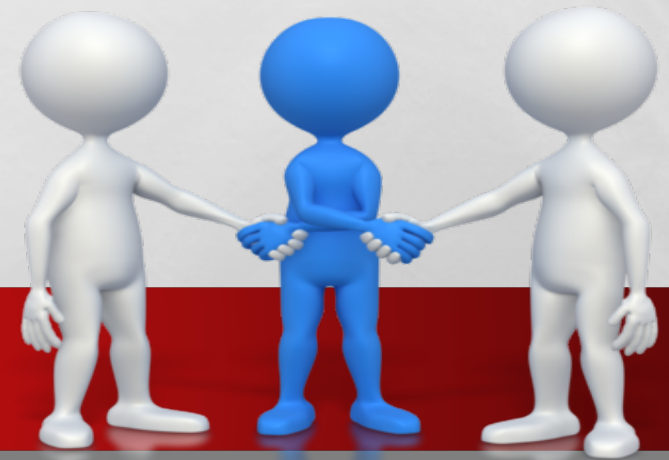
ROLE OF THE CHAPTER SECRETARY

- **COMMUNICATES WITH ALL LEVELS OF THE SOCIETY**
- **PROVIDES LEADERSHIP AND IS AN ACTIVE PARTICIPANT IN CHAPTER MEETINGS AND ACTIVITIES**
- **ASSISTS THE CHAPTER TREASURER AND HELPS TO KEEP THE CHAPTER FINANCIALLY IN THE BLACK**



ROLE OF THE CHAPTER SECRETARY

- **STRIVES TO KEEP OTHER CHAPTER OFFICERS ON TASK**
- **PROVIDES “BEHIND THE SCENES” OPERATIONAL SUPPORT SO OTHER MEMBERS CAN ENJOY THEIR HOBBY TO THE FULLEST**
- **HANDLES THE ANNOUNCING, WRITING AND DISTRIBUTION OF MINUTES FOR ALL CHAPTER MEETINGS**



SECRETARY'S YEARLY SCHEDULE

(SEE PAGE 6 CHAPTER SECRETARY MANUAL FOR ADDITIONAL DETAILS)

MONTHLY

- PROCESSES ALL MEMBERSHIP APPLICATIONS AND DISTRIBUTE MEMBERSHIP CARDS AND ITEMS TO NEW MEMBERS
- PROCESSES DUAL MEMBERSHIP AND TRANSFER REQUESTS
- VERIFIES SOCIETY INVOICES WITH TREASURER
- ANNOUNCES CHAPTER BOARD MEETING
- WRITES, PUBLISHES, AND DISTRIBUTES MEETING MINUTES
- NOTIFIES MEMBERS OF MONTHLY RENEWAL
- NOTIFIES CHAPTER DEVELOPMENT OFFICER OF MEMBERS FAILING TO RENEW THEIR MEMBERSHIP.
- DISTRIBUTES RENEWED MEMBERSHIP CARDS



SECRETARY'S YEARLY SCHEDULE

(SEE PAGE 6 CHAPTER SECRETARY MANUAL FOR ADDITIONAL DETAILS)
ANNUALLY

- JAN – BONDED MEMBERS IN MINUTES, REMIND CP TO APPOINT NOMINATING AND FINANCIAL REVIEW COMMITTEES
- MAR – CONTEST ENTRY FOR SPRING CONTEST
- APR – VERIFY CONTINUED EXISTENCE CERTIFICATE (INCORPORATION) AND FEE TO STATE, SHARE INFO ON INTERNATIONAL
- MAY – VERIFY AUDIT AND IRS 990 FORMS FILED (IN U.S.) BY CHAPTER TREASURER
- AUG – CONTEST ENTRY SUBMITTED
- OCT – HOLD CHAPTER ELECTIONS, COMPLETE CHAPTER LEADERSHIP REPORT TO SOCIETY, COMPLETE CHAPTER OFFICER REGISTRATION TO COTS
- FILE SHOW CLEARANCE (BMI/ASCAP IN U.S) FORMS



ROBERT'S RULES OF ORDER

ROBERT'S RULES OF ORDER (REVISED) IS AN EXCELLENT RESOURCE TO ASSIST YOUR
CHAPTER IN RUNNING THEIR BUSINESS MEETINGS

-- HOWEVER --

YOUR MEETINGS DO NOT NEED TO FOLLOW STRICT PARLIAMENTARY PROCEDURES (FOUND IN
ROBERT'S RULES OF ORDER) TO BE RUN EFFECTIVELY.



PROCEDURES IN SMALL BOARDS

EXCERPT FROM ROBERT'S RULES OF ORDER

“In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- 1. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.**
- 2. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be permitted.**
- 3. Informal discussion of a subject is permitted while a motion is pending.**
- 4. The chairman need not rise while putting question to vote.**
- 5. The chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.**
- 6. Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings**

To Limit Debate

When members of the assembly call out informally, “Question! Question!”, it means only that they as individuals are ready to vote on the pending question or motion. This informal “call for the question” by members must be clearly differentiated from the formal motion “to close debate and vote immediately on the pending question”, (or what is exactly the same) the formal “I move the previous question”.

To Close Debate

“I move the previous Question” is the old, brief way of moving to close debate.

The current formal way of closing debate is “I move that we close debate and vote immediately on the pending question”. Requires a second.

Is not debatable nor can it have a subsidiary motion to amend.

Requires a two-thirds vote to pass.

NOTE: Copies of Roberts Rules of Order are available at most book stores. It is recommended the Chairman have a copy of “Parliamentary Procedure at a glance”.

ROBERT'S RULES OF ORDER

- USE CONSENSUS, RATHER THAN MOTIONS, WHENEVER POSSIBLE
- USE MOTIONS, IN WRITING, WHEN DEALING WITH ALL MONEY MATTERS
- IT'S UNNECESSARY TO LIST MAKERS OF A MOTION AND SECOND OR VOTING RESULTS, UNLESS A ROLL CALL VOTE IS CALLED FOR OR A DISSENTING VOTE WANTS TO HAVE HIS VOTE RECORDED IN THE MINUTES
- INSIST ON WRITTEN REPORTS FROM CHAPTER VICE-PRESIDENTS OR COMMITTEE CHAIRMEN; DELIVERED WELL IN ADVANCE OF THE MEETING
- ALWAYS PUBLISH THE AGENDA AHEAD OF THE MEETING (A WEEK IF POSSIBLE)

WHY USE PARLIAMENTARY PROCEDURES?

PARLIAMENTARY PROCEDURES ALLOW FOR...

- EVERYONE TO BE HEARD AT A MEETING
- A DECISION-MAKING PROCESS WITHOUT CONFUSION
- A FAIR HEARING OF AN ISSUE/MOTION
- FLEXIBILITY TO ADDRESS MOST MEETING SITUATIONS
- PROTECTION OF THE RIGHTS OF EVERYONE
- DEMOCRATIC PROCESS AT MEETINGS



QUORUM

**A QUORUM IS THE MINIMUM NUMBER OF OFFICERS OR MEMBERS
REQUIRED AT A MEETING IN ORDER TO CONDUCT BUSINESS**

**AT CHAPTER BOARD MEETING
50% (OR MORE) OF VOTING OFFICERS PRESENT**

**AT ANNUAL MEMBERSHIP MEETING
30% (OR MORE) OF ALL GENERAL MEMBERSHIP PRESENT**



TYPES OF MOTIONS

- **MAIN MOTIONS**

- **SUBSIDIARY MOTIONS**

- AMENDMENTS TO THE MOTION
- MOTIONS TO TABLE

- **PRIVILEGED MOTIONS**

- PERSONAL PRIVILEGE
- POINT OF ORDER

- **INCIDENTAL MOTIONS**

- **MOTIONS TO RECONSIDER**

- REQUIRES 2/3 MAJORITY AND SPECIAL REQUIREMENTS TO RECONSIDER



ROBERT'S RULES CHEAT SHEET

PARLIAMENTARY PROCEDURE AT A GLANCE

Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move that we adjourn."	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for..."	NO	YES	NO ❶	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege."	YES	NO	NO	NO	NO VOTE	NO
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion."	NO	YES	NO	NO	MAJORITY	NO ❷
END DEBATE AND AMENDMENTS	"I move the previous question."	NO	YES	NO	NO	%	YES ❸
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee."	NO	YES	YES	YES	MAJORITY	YES ❹
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ❺	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE...

BELOW, THERE IS NO ORDER...

PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE ❶	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision."	YES	YES	YES	NO	MAJORITY	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	%	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion."	YES	NO	NO	NO	% ❷	YES ❸
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division," or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information..."	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES ❹	YES	YES ❺	NO	MAJORITY	NO

NOTES: ❶ Unless moved when no question is pending. ❷ Affirmative votes may not be reconsidered. ❸ Unless vote on question has begun. ❹ Unless the committee has already taken up the subject. ❺ Unless the motion to be amended is not debatable. ❶ Unless the chair submits to the assembly for decision. ❷ A % vote in negative is needed to prevent consideration of the main motion. ❸ Only if the main question has not been debated yet. ❹ Only if the speaker has the floor but has not actually begun to speak. ❺ Unless the motion to be reconsidered is not debatable.

YOUR ROLE AT CHAPTER BOARD MEETINGS

- **YOU** ARE THE RECORDING SECRETARY AND YOU TAKE MINUTES.
- **YOU** ARE THE VOICE OF REASON AND PROCEDURES.
- **YOU** REPRESENT THE MEMBERS AND HAVE A VOICE IN DELIBERATIONS.
- **YOU** ARE THE MAN “IN THE KNOW”.
- **YOU** ACCURATELY SHARE INFORMATION WITH THE MEMBERS.
- **YOU** SHARE INFORMATION FROM THE DISTRICT AND SOCIETY.
- **YOU** WORK CLOSELY WITH THE CHAPTER PRESIDENT AND TREASURER.



MEETING RESPONSIBILITIES

BEFORE THE MEETING

- **ANNOUNCE TO THE MEMBERSHIP THAT THE MEETING WILL TAKE PLACE, ITS TIME AND LOCATION.**
- **DESIGN AND PUBLISH THE AGENDA WITH THE CHAPTER PRESIDENT**
- **SEEK INPUT FROM THE CHAPTER MEMBERSHIP.**
- **COPY AND MAKE AVAILABLE ALL DOCUMENTS AND REPORTS NEEDED FOR THE MEETING.**
- **PREPARE A MEMBERSHIP STATUS REPORT.**



MEETING RESPONSIBILITIES

DURING THE MEETING

- RECORD ACCURATE MINUTES.
- PROVIDE INPUT DURING MEETING DISCUSSIONS.

AFTER THE MEETING

- PROMPTLY PREPARE AND PUBLISH MINUTES.
- SHARE THE MINUTES AND INFORMATION WITH THE BULLETIN EDITOR.
- ANSWER QUESTIONS COMING FROM THE CHAPTER MEMBERSHIP.



SAMPLE Agenda

Anytown (C-001) Chapter Board of Directors Meeting

January 15, 2010

1. Call to Order/"The Old Songs"
2. Review and set the Agenda
3. Secretary's Report
Action: Motion needed to "accept"
4. Treasurer's Report
Action: Motion needed to "receive"
5. Functional Vice-President Written Reports – Consent Agenda
 - Chapter Development (Membership)
 - Music and Performance
 - Marketing and Public Relations
 - Program
6. Standing Committee Written Reports – Consent Agenda
 - Spring Show
 - Audit Committee
7. Special Committee Written Reports – Consent Agenda
 - Singing Valentines
 - Installation Dinner*Action: Motion to receive Consent Agenda Reports*
8. Communications Report
9. Old or Unfinished Business
 - Singing Valentines Music*Action: Motion to spend \$46.00 to purchase Singing Valentine music by Music Librarian*
10. New Business
 - Bonding*Action: Motion for bonding a list of members handling money in 2006*
11. Announcement/Good of the Order

Bob Smith is in the hospital.
Harry Jones' wife passed away over the holidays
12. Date, time and location of next meeting
13. Adjournment/"Keep The Whole World Singing"



Anytown (C-001) Chapter Board Meeting Minutes

The January 15, 2010 Board of Directors Meeting of the Anytown Chapter (C-001) was called to order by Bill Jones at 7:04 p.m. with the singing of "The Old Songs."

The agenda was reviewed by the Directors and set for the meeting.

The following Board members were in attendance: Bill Jones (President), Harry Gray (Secretary), Steve White (Treasurer), Sam Smith (Chapter Development), John Doe (M&P), Larry Peters (MPR), Jim Johnson (Board Member at Large). The following Board members were not present: Jim Powell (Program) and Herb Thyme (Board Member at Large). Guests present were: Ken Tuckyfriedchicken and Ben Dover.

Secretary's Report

- Harry Gray reported that a quorum of directors was present.
 - Motion - M/S/Approved: The Minutes of the December 15, 2009 Board meeting was accepted (copy attached).
- Gray reported that we currently have 44 members. Len Awayback has failed to renew his membership at the end of the 4th Quarter. All other members whose dues were due on December 31 have renewed. Buck Wheat has been placed on the suspension list for non payment of dues.
- Gray reminded the Chapter President that an Audit and Nominating Committee needs to be appointed.

Treasurer's Report

- Steve White reported that since his last report the chapter had income of \$545.00, Expenditures of \$777.35 and a balance of \$4,323.88 in the checking and savings accounts.
 - Motion - M/S/Received: The January 15, 2010 Treasurer's Report is received (copy attached)

Consent Agenda Items

Written reports (copies attached) were received from Chapter Development, Music and Performance, Marketing and Public Relations, Spring Show Committee, Audit Committee, Singing Valentines Committee, and Installation Dinner Committee.

- John Doe reported that members will need to submit and pass a tape in order to sing on the Spring Show and only quartets who sing at contest will be invited to sing on the show.
- Bob Bobbina-long reported that there will be a program to establish pick-up quartets and practice the songs for Singing Valentines.
 - Motion - M/S/Approved: Receive the reports of the Consent Agenda (all reports attached to these minutes).

Communications:

Bill Jones read a letter from the Shady Park Nursing Home thanking the chapter for singing over the holidays.

Old and Unfinished Business

John Doe (M&P) sought authorization for purchase of sheet music from the Harmony Marketplace for Singing Valentines.

- Motion - M/S/Approved: Authorize Music Librarian to purchase sheet music for "Sweet and Lovely" not to exceed \$45.00.

New Business

The Board of Directors discussed officers and chairmen that need to be bonded during 2010.

- Motion - M/S/Approved: Authorizing the bonding of Steve White (Treasurer) Sam Spade (Show Ticket Chairman), Bob Fomplex (Show Treasurer) for 2010.

Announcement/Good of the Order

- Bob Smith is in the hospital and will be there for about three weeks. Harry Jones' wife passed away.
 - Motion - M/S/Approved: Authorize the purchase of flowers and cards for Bob Smith and Harry Jones not to exceed \$25.00 for each.

Bill Jones set the next meeting of Directors on February 12, 2010 at his home beginning at 7:00 p.m.

The meeting was adjourned with the singing of "Keep The Whole World Singing" at 8:15 p.m.

Respectfully submitted,

/s/

Harry Gray
Chapter Secretary



Easy to Use Template for Recording Board Meeting Minutes



Board Meeting Minutes Template

____ Chapter, ____ # ____
The Barbershop Harmony Society
An International Organization

Minutes for _____ meeting of the ☐ Board of Directors or ☐ Executive Board.

The meeting was called to order by _____ at _____

On the _____ day of _____, 20 ____ at _____ p.m.

The following directors were present:

The following directors were absent:

Guests:

A. Secretary Report

There ☐ was ☐ was not a quorum of voting directors present.

The minutes of the meeting of the directors held on _____, 20 ____ were read (copy attached). There was a motion to approve the minutes.

- The current number of members in the chapter is _____. The following members have not renewed at the end of this Quarter _____.

- The following members have been suspended for non-payment dues: _____.

B. Treasurer's Report

The treasurer made his monthly report showing \$ _____ income the past month and expenses of \$ _____
With a balance of cash in the bank of \$ _____ (copy attached). There was a motion to receive the Treasurer's Report.

C. Consent Agenda (Written reports attached)

1. Chapter Functional Vice Presidents (added items not in written report)
- Chapter Development (Membership):

- Music and Performance:

- Marketing and Public Relations:

- Program:

- Other: _____

- Other: _____

2. Standing Committees (added items not in written report)

- Nominating:

- Audit:

- Show:

- Community Service:

- Interchapter:

- Other: _____

3. Special Committees added items in written report)

- Other: _____

- Other: _____

D. Communication received since the last meeting was read and action taken as follows (copies attached)

E. Old or Unfinished Business

- _____

- _____

- _____

F. New Business

- _____

- _____

- _____

- _____

- _____

G. Announcement/Good of the Order

- _____

- _____

The next meeting of the Directors will be held on _____, 20 ____ at _____ p.m. at the following location _____.

The meeting adjourned at _____ p.m.

Chapter President _____

Chapter Secretary _____

Attachments:

MEMBERSHIP & TRANSFER FORM

- **IS A ONE SHEET/ONE SIDED FORM;**
- **HANDLES ALL APPLICATIONS FOR REGULAR, SENIORS, STUDENT, DUAL AND TRANSFER MEMBERSHIPS; AND,**
- **WILL HELP TO LEAD THE WAY FOR ONLINE APPLICATION PROCESSING IN THE FUTURE WITH APPLICATION FEES PAID USING A CREDIT CARD.**



Membership & Transfer Application

www.barbershop.org

110 7th Ave N
Nashville, TN 37203
800-876-SING (7464)
To Fax Applications: 615-313-7620
To Email Applications: membership@barbershop.org



the largest all-male singing organization in the world!

SECTION I - Personal Information (please print clearly)		For office use only		yes	no
First Name		Middle Name or Initial	Last Name	Nickname (if preferred, check box) <input type="checkbox"/>	
Street Address		City	State/Province	Zip/Postal Code	
Country		Home Phone	Work Phone (+ Int.)		
Email		Mobile Phone	Birth Date (month/year)	Spouse/Significant Other	
Dual/Multi Membership Information	Years of Service	Previous Member Number	Previous Chapter	Spouse's Info - Did anyone bring you to the Society?	
	Name/Title Member		Voice Part: TENOR LEAD BASS BASS (check your part) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
SECTION II - Membership Options and Fees (please check one) <input checked="" type="checkbox"/>					
IMPORTANT - WHAT CHAPTER ARE YOU JOINING:					
Chapter Name:		Chapter Code (if known)			
<input type="checkbox"/> Regular NEW Membership Age 20 or older paying by Cash, Check, or Credit Card. Select this if you're a NEW member.	Also known as: \$10 Enrollment/Reinstatement, Full-price dues for one year.	METHODS OF PAYMENT			
<input type="checkbox"/> Regular REINSTATING Membership Age 20 or older paying by Cash, Check, or Credit Card. One can join as new, or reinstate as a former member of the Society.	Also known as: \$30 Enrollment/Reinstatement, Full-price dues for one year.	<input type="checkbox"/> Check/Money Order <input type="checkbox"/> Credit Card			
<input type="checkbox"/> Youth 1 Membership (Y1) Age 25 or younger, and a first-time member.	Also known as: \$10 Enrollment, \$0 Dues for one year.	Enroll/Reinst/Dual Fee: _____			
<input type="checkbox"/> Youth 2 Reinstatement (Y2) Age 25 or younger and was a previous member.	Also known as: \$10 Reinstatement Fee, 1/2 Price Reg. Dues	Society Dues: _____			
<input type="checkbox"/> EZ Dues Autodraft (great monthly option!) Get 12 months for the price of 12 with an easy automatic withdrawal from your bank account, or major credit card. And you never receive late.	Also known as: \$30 Enrollment Fee. During the first 6 months, we collect next year's dues in monthly withdrawals. By month 7, you're completely paid for the next full year.	District Dues: _____			
<input type="checkbox"/> New Member 6-Month Option A 6-month membership, at the end of which, you receive a renewal notice for the regular 12-month.	Also known as: \$10 Enrollment fee, pay 1/2 price for a 6-month membership.	Chapter Dues: _____			
<input type="checkbox"/> Dual Membership - Membership to more than one chapter.	Also known as: \$10 Dual fee, no dues until next renewal.	Canadian Exchange: _____ (see page 3)			
		Credit Card Type: (please circle)			
		Enter CC Number and Exp. Date Below: _____			
		Card Number: _____ Exp. Date: _____			
		Total Fees Enclosed: \$ _____ (in U.S. Dollars)			
Section III - Transfer to Another Chapter (transfer only ship this section)					
If a member requests transfer to your chapter and is accepted in membership, fill out this form and send it to Society Headquarters. Upon authorization by the former Chapter, the transfer will occur into the new chapter. "Authorization" means the member is in good standing for release from the old chapter. There are no fees to transfer from one chapter to the other.		Chapter to which the member is transferring: _____			
*AUTHORIZATION may be granted by the former chapter secretary via email, phone, or letter.		Chapter the member is leaving: _____			
Section IV - Authorization					
Applicant: I hereby agree, upon being accepted, to abide by the Code of Ethics, bylaws and policies of the Barbershop Harmony Society.		Signature of Applicant: _____ Date: _____			
Chapter approval for this application is hereby granted (signature required by chapter secretary or president or is headquarters office by Society Executive Director for Frank H. Thomas Chapter-At-Large).		Signature of Member Number of Chapter Secretary or Chapter President: _____			

Distribution - White Society File; Yellow (Keep for Chapter)

Revised 6/2007 DRE - Society Stock #2018

COMBINED PURPOSE APPLICATION FORM

NEW/DUAL MEMBER...

- COMPLETE SECTIONS I, II, & IV

TRANSFER MEMBER...

- COMPLETE SECTIONS I, III & IV
- NO FEES REQUIRED

TIPS:

- NEATNESS COUNTS... PRINT OR TYPE
- BE ACCURATE WITH INFORMATION
- BE COMPLETE
- EXPLORE PAYMENT OPTIONS WITH APPLICANT
- SIGN THE APPLICATION (APPLICANT AND CHAPTER SECRETARY)
- ALWAYS MAKE A COPY FOR CHAPTER RECORDS
- FILE IN AN ORGANIZED WAY
- SEND TO SOCIETY IMMEDIATELY WITH FEES
- FOLLOW-UP IF NO RESPONSE (A PHONE CALL) FROM THE SOCIETY MEMBERSHIP DEPARTMENT WITHIN TWO WEEKS.

2016 MEMBERSHIP CLASSIFICATIONS

ALL MEMBERS JOIN THE SOCIETY UNDER ONE OF THE FOLLOWING CLASSIFICATIONS. FURTHER DETAILS ABOUT EACH CLASSIFICATION CAN BE FOUND IN THE CHAPTER SECRETARY MANUAL. 2.3 & 2.4.

- REGULAR MEMBER (RG) - A MEMBER WHO IS NEITHER A STUDENT OR SENIOR**
- YOUTH MEMBER [Y1] – A MEMBER WHO IS NEW WHO IS UNDER 26 YEARS OLD AND HIS DUES ARE WAIVED FOR ONE YEAR(DOES NOT AFFECT DISTRICT AND CHAPTER DUES)**
- YOUTH MEMBER [Y2] – A MEMBER UNDER 26 YEARS OLD AND PAYS 50% OF THE CURRENT ANNUAL DUES OF A REGULAR MEMBER**
- SENIOR MEMBER [SN] - A MEMBER WHO'S 70 & A MEMBER FOR 10 YEARS**

2016 MEMBERSHIP CLASSIFICATIONS

- **LIFE MEMBER [LF] - A MEMBER WHO PAYS 20X THE CURRENT DUES RATE**
- **LIFE SENIOR [LS] - A SENIOR MEMBER WHO PAYS 20X THE CURRENT DUES RATE**
- **REGULAR SENIOR/50-YEAR [R5/S5] - A REGULAR OR SENIOR MEMBER WHO HAS BEEN A MEMBER FOR 50 YEARS OR MORE.**
- **REGULAR/STUDENT 6-MONTH [R6] - A REGULAR OR STUDENT MEMBER WHO HAS JOINED UNDER A SPECIAL MEMBERSHIP PROMOTION OF 18-MONTH MEMBERSHIP FOR A 12-MONTH FEE**
- **REGULAR PROMOTIONAL [RP] - A MEMBER WHO JOINS UNDER A PROMOTIONAL RATE NOT COVERED BY OTHER CLASSIFICATIONS.**

Presenting the Official Membership



This document certifies that

has been accepted as a member in good standing of the

chapter of the

BARBERSHOP HARMONY SOCIETY

and that he is hereby granted all rights and privileges in accordance with the bylaws of his chapter and of the Society, and he is entitled to harmonize at any time, day or night, subject only to the Code of Ethics and other rules and regulations of the Society and conforming always to the applicable laws pertaining to the preservation of the public peace.

*In witness hereof, this certificate
has been signed and presented*



EXECUTIVE DIRECTOR/CEO

CHAPTER SECRETARY

DATE



Congratulations!
We're glad you're with us!

John Smith
TEST ACCOUNT
Kenosha, WI 53143

10/1/2009

Dear John,

Thank you for your membership with the Barbershop Harmony Society. Simply peel your new card from the page and carry it proudly. Your membership helps the Society, which is in keeping with Canon #1 of the Code of Ethics shown on the back of your card. In addition your membership brings:

Publications: subscription to The Harmonizer 8i-Monthly Magazine and Livewire, on the QT and Directly Involved, electronic newsletters

Online Resources: Members-Only website eBiz, which gives you access to member information; chapter information; district information; Society information; and contest and judging information

Conferences: Access to annual International and Midwinter conventions; all district and division conventions

Professional Development and Education: Harmony University, district offerings like leadership academy, Mini-HEP schools, Top Gun and Pop Gun quartet coaching weekends

Assistance from Headquarters Staff: advice on shows and scripts, help with copyright clearances, general information and records research, interpretation of rules and regulations, interpretation of bylaws and statements of policy, reservation of your quartet's name, staff visitations to chapters and districts, access to Society music catalog

Member Pricing: for events like Harmony University; for Harmony Marketplace items, including published and unpublished music arrangements; for exhibitors at the International Convention; and for advertising in The Harmonizer


Competition: guaranteed entry into Society-sanctioned contests for quartets and choruses

Use of the Name and Logo: Use the Barbershop Harmony Society name and emblem to identify affiliation with the world's largest all-male singing organization

Other Benefits: Chapter insurance and bonding at a fraction of normal cost; performance license clearance; non-profit classification under section 501(c)(3) of US tax code; membership development assistance; access to patron lists and former singers

If you have questions or comments, please contact me at ewatson@barbershop.org

E. D. Watson
Executive Director

 **OFFICIAL
MEMBERSHIP
CARD**

www.barbershop.org

800.876.2000

Service
2
Years

John Smith
Member: 312357
Chapter: H088 Frank Thorne - H
Expiration: July 28, 2010
a Man of Note Awards

ANNUAL DUES FOR 2016

Society:	\$120.00
Far Western:	\$ 25.00
Chapter:	\$.00 (insert your amount)

Grand Total: \$



2016 DUES STRUCTURE

- **REGULAR [RG] SOCIETY DUES - \$120.00**
- **LIFE MEMBER [LF] DUES – 20 X ANNUAL DUES OF A REGULAR [RG] MEMBER**
- **SENIORS [SN] SOCIETY DUES - \$60.00**
- **YOUTH [Y2] SOCIETY DUES - \$60.00**
- **DUAL MEMBERSHIP SOCIETY DUES - \$120.00 (PAID ONLY ONCE NO
MATTER THE NUMBER OF CHAPTERS A MEMBER BELONGS TO)**
- **FRANK H. THORNE CHAPTER DUES - \$120.00 + DISTRICT DUES**
- **FAR WESTERN DISTRICT DUES - \$25.00**
- **CHAPTER DUES – VARIES**

EASYDUES ANNUAL PAYMENT

- **MEMBER PAYS HIS FULL DUES UPON RECEIPT OF THE INVOICE FROM THE SOCIETY.**

EASYDUES NEW MEMBER INSTALLMENT PLAN

- **PLAN DESIGNED FOR NEW MEMBERS ONLY.**
- **MEMBER PAYS \$10 ENROLLMENT FEE UPON JOINING.**
- **NEW MEMBER EITHER PAYS ONE-HALF THE DUES UPON JOINING WITH BALANCE DUES 6-MONTH LATER OR HAS 1/6TH OF HIS DUES PAID MONTHLY WITH AUTODRAFT PAYMENT THROUGH CHECKING ACCOUNT OR CREDIT CARD PAYMENT.**
- **COMPLETES AUTODRAFT PAYMENT FORM AND SUBMITS IT WITH APPLICATION, IF HE CHOOSES TO PAY IN SIX INCREMENTS.**
- **UPON FULL PAYMENT MEMBER RECEIVES NEW MEMBER KIT, MEMBERSHIP CERTIFICATE, LAPEL PIN, AND MEMBERSHIP CARD WITH EXPIRATION DATE 12 MONTHS FROM THE END OF THE 6-MONTH INSTALLMENT MEMBERSHIP.**



4 EASYDUES PAYMENT OPTIONS



EASYDUES AUTODRAFT PLAN

- MONTHLY PREPAYMENT PLAN COLLECTED VIA VISA/MASTERCARD CREDIT CARD ONLY.
- PUT INTO EFFECT FOR THE FOLLOWING YEAR AFTER YOU PAY THE CURRENT YEAR'S INVOICE.
- AUTODRAFT APPLICATION IN CS EXHIBITS MANUAL.
- BEGINNING IN 2008 NO AUTODRAFT EASTDUES USING SHARE DRAFT FROM CHECKING ACCOUNT FOR NEW MEMBERS.

EASY DUES ESCROW PLAN

- SOMETIMES CALLED "PAY AS YOU GO JOE".
- MEMBER PAYS A PORTION OF HIS DUES WEEKLY OR MONTHLY TO THE CHAPTER TREASURER OR HIS DESIGNEE.
- CHAPTER TREASURER OR DESIGNEE ISSUES A RECEIPT FOR CASH RECEIVED FROM THE MEMBER.
- WHEN RENEWAL NOTICE IS RECEIVED BY THE MEMBER HE SUBMITS THIS NOTICE TO THE CHAPTER TREASURER WHO ISSUES A CHECK TO COVER THE AMOUNT ON THE NOTICE. THE MEMBER SENDS THE CHECK TO THE SOCIETY.
- MAJOR DISADVANTAGE OF THIS PLAN IS THAT IT REQUIRES A LARGE AMOUNT OF BOOKKEEPING FOR THE CHAPTER TREASURER.

AUTODRAFT ENROLLMENT FORM

Please charge my membership dues on a pro-rated monthly basis to my:

1. Credit Card

- ☐ MasterCard Credit Card Number _____ EXPIRATION DATE _____
- ☐ VISA Account Credit Card Number _____ EXPIRATION DATE _____
- ☐ AMEX Credit Card Number _____ EXPIRATION DATE _____
- ☐ Discover Credit Card Number _____ EXPIRATION DATE _____

2. Checking Account – a voided blank check is enclosed

Name (print): _____

_____ I am a new Society member

_____ I am a current Society member

Member No. _____

Signature _____

Date : _____



LEADERSHIP LINKAGES

WAYS TO SHOW LEADERSHIP IN YOUR
CHAPTER...



TELL MEMBERS ABOUT
THE VARIOUS OPTIONS
FOR PAYING
THEIR DUES OR PROGRAMS THAT WILL
SAVE THEM MONEY ON
THEIR ANNUAL DUES

ANNUAL RENEWALS

U.S. CHAPTERS

- 6-8 WEEKS BEFORE EXPIRATION DATE THE MEMBER RECEIVES A RENEWAL NOTICE BY E-MAIL OR U.S. MAIL.
- MEMBER SENDS HIS ANNUAL DUES TO THE SOCIETY OR MAY RENEW ONLINE USING A MASTERCARD, VISA, AMERICAN EXPRESS, OR DISCOVER CREDIT CARD.
- NEW MEMBERSHIP CARD IS SENT TO THE CHAPTER SECRETARY.



USE EBIZ TO RENEW MEMBERSHIP

- GO TO MEMBER'S PAGE ON [WWW.EBIZ.BARBERSHOP.ORG](https://www.ebiz.barbershop.org)
- ON THE EBIZ PAGE CLICK ON THE LARGE RED EASY BUTTON
- MEMBER MUST PAY WITH A CREDIT CARD

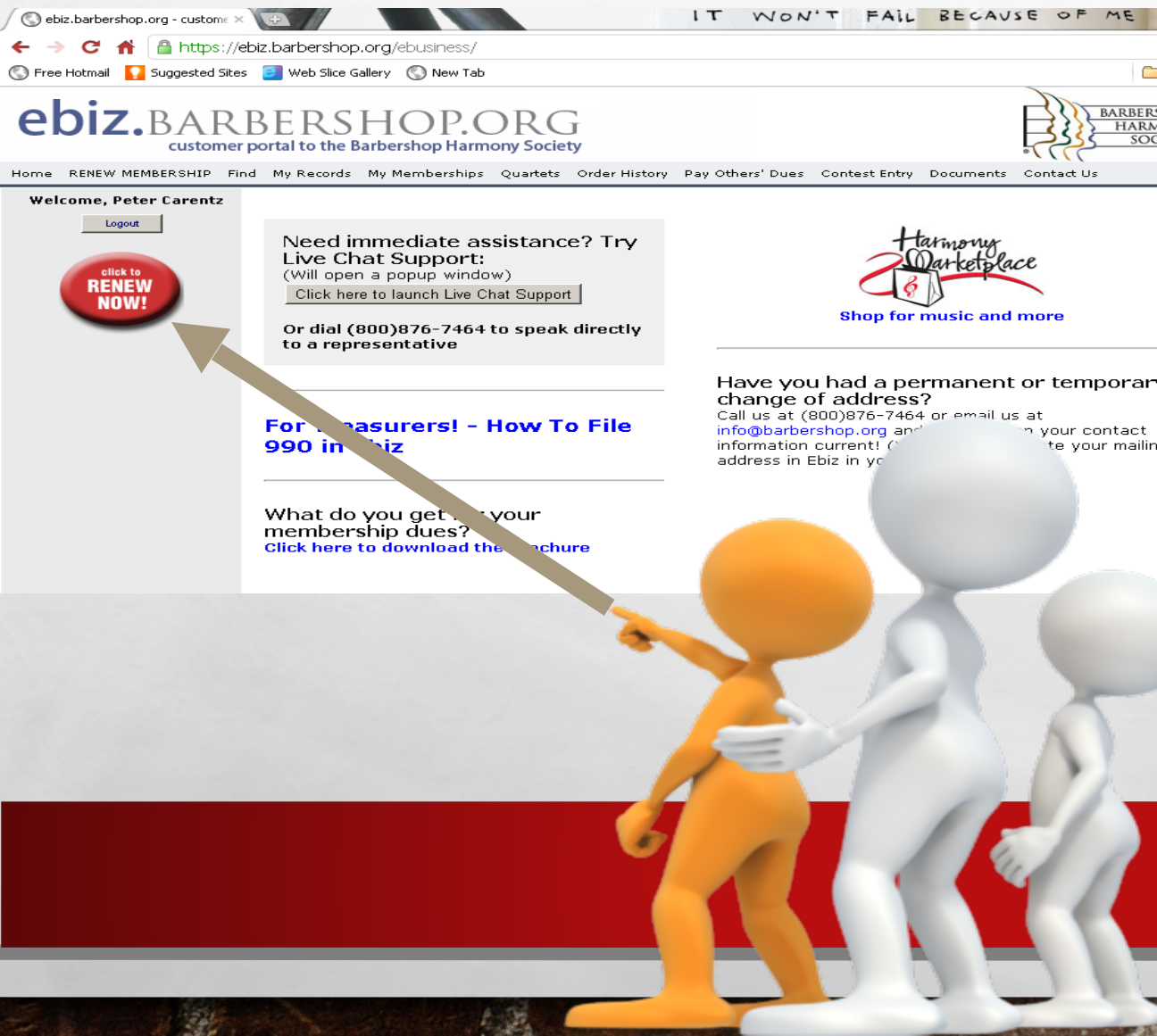
MASTERCARD

VISA

AMERICAN EXPRESS

DISCOVER CARD

- POSTING WILL TAKE A FEW DAYS, BUT ONCE PAID YOUR MEMBERSHIP IS RENEWED.
- CONSIDER EASYDUES PAYMENT OPTIONS .





From: membership@barbershop.org
Date: Fri, November 18, 2005
To: billthesinger@xxx.com
Subject: Barbershop Harmony Society Dues Renewal

Hi Bill,
This email notification is your first notice that your Barbershop Harmony Society Dues are up for renewal. You can now renew online with your Visa or MasterCard on the Society's Members Only site (<http://www.barbershop.org/members>) or using the link listed below. Please make sure that your address information is up-to-date. If you have already mailed your payment, please disregard this message.

You make use this secure link to go directly to the Online Dues Payment Page:
<https://secure.barbershop.org/members/duesPay.asp...>

If you wish to pay by check, you may print out this message and mail it along with payment to: The Barbershop Harmony Society
Dues Renewal
7930 Sheridan Rd
Kenosha WI 53143

Name: Bill Jones
Member Number: 987987

Here is a summary of your membership items that are due:
C-001 Anytown (RG) Expires 20051231 Billed \$50.00 Paid: \$0.00 Due: \$50.00
District EVG Dues (RG) Expires: 20051231 Billed \$27.00 Paid: \$0.00 Due: \$27.00
Society Dues (1 Year) (RG) Expires: 20051231 Billed \$82.00 Paid: \$0.00 due: \$82.00

Total due: (US) \$159.00

Remittance: (US Funds ONLY)
☐ Visa ☐ MasterCard ☐ Check or Money Order
Card Number: _____
Expiration: ____/____
Amount: _____
Signature: _____

Need to update your records? Here's what we have on file. Please correct and extend as needed.

John Smith
TEST ACCOUNT
Kenosha, WI 53143

Proper name: John Home phone: -
Middle name: Work phone: -
Nickname: John Cell phone: -
Preferred name: Email:
Date of Birth: January 01, 1800 Additional email:

RENEW ONLINE!

Login to <https://bbs.barbershop.org>
Enter your MemberID and password
click on the big red RENEW NOW button

Forgot password / need a password?
Follow link under the login button.

MEMBERSHIPS TO RENEW

Item	Current expiration date	Amount
Barbershop Harmony Society Dues	07/20/2009	\$0.00
H000 Frank Thome - H	07/20/2009	\$0.00

AT-WILL CONTRIBUTIONS

Harmony Foundation Gifts	_____
General Fund	_____
Keep A Melody Ringing Endowment	_____

Total Contributions _____

Renewal Subtotal	\$0.00
Balance Due	\$0.00

Please do not fold or staple your payment.

Return this form with your payment to:

Barbershop Harmony Society
110 7th Ave. N.
Nashville, TN 37203-3704
Phone 800.875.8180 (7484)

Amount Enclosed: \$ _____

Circle Payment Type: Check or Money Order
Visa MasterCard Discover American Express

Account # _____

Expiration ____/____

JOHN SMITH
TEST ACCOUNT
KENOSHA, WI 53143

Statement for MemberID:	312397
OrderID:	600623
Renewal Date:	07/20/2009
Renewal Subtotal:	\$0.00
Balance Due:	\$0.00

LAPSED MEMBERSHIPS

LATE RENEWAL

MEMBER DUES THAT ARE LESS THAN
6-MONTHS LATE

- MEMBER PAYS DUES AND ADDS A \$3.00 LATE CHARGE FEE TO AMOUNT OWED.
- RENEWED MEMBERSHIP CARD IS SENT TO CHAPTER SECRETARY.
- THERE IS NO NEW EXPIRATION DATE... SO, MEMBER NEEDS TO BE REMINDED THAT IT MAY APPEAR TO HIM HE GETS FEWER MONTHS BEFORE NEXT RENEWAL.

REINSTATED MEMBERSHIP

MEMBER DUES THAT ARE MORE THAN
6-MONTHS LATE

- MEMBER COMPLETES A NEW APPLICATION FOR MEMBERSHIP AND SUBMITS FEES WITH APPLICATION.
- NEW MEMBER KIT, MEMBERSHIP CERTIFICATE, LAPEL PIN, AND MEMBERSHIP CARD IS SENT TO CHAPTER SECRETARY.
- MEMBER WILL HAVE A NEW MEMBERSHIP EXPIRATION DATE.

LEADERSHIP LINKAGES



**WAYS TO SHOW LEADERSHIP
IN YOUR CHAPTER...**

**FOLLOW-UP ON MEMBERS
WHO ARE ABSENT FROM YOUR CHAPTER
MEETING. SOMETHING AS SIMPLE AS “WE
MISSED YOU, IS EVERYTHING OKAY?”
GOES QUITE A LONG WAY FOR A MAN’S
SENSE OF BELONGING.**

CHAPTER ROSTER

PUBLISHING A CHAPTER ROSTER REGULARLY IS A DUTY OF THE CHAPTER SECRETARY

- PUBLISH A ROSTER QUARTERLY AFTER RENEWALS HAVE BEEN PROCESSED.
- GENERATE A CHAPTER MEMBERSHIP LIST FROM SOCIETY'S "MEMBERS ONLY" PAGE.
- ASK MEMBERS TO REVIEW THEIR INFORMATION AND UPDATE, IF NECESSARY.
- SOCIETY WEB PAGE LINK TO "MEMBERS ONLY" CAN GENERATE A FINAL ROSTER FOR YOU, OR YOU CAN USE THE INFORMATION TO CONSTRUCT YOUR OWN ROSTER IN WORD OR EXCEL.
- DISTRIBUTE TO THE MEMBERSHIP.

Sample Roster

Anytown Chapter Roster (C-001)

Member#	FirstN	LastN	Bickname	SoouseN	Address 1	City	State	ZIP	Phone#	E-mail Address
987654	Bill	Anderson	Bill	Marry	1234 Center St.	Anytown	WA	98111	234-1234	BillA@aol.com
986432	Stan	Baxter	Bax		2341 Center St., B-37	Anytown	WA	98111	234-2456	StanBari@msn.com
976541	John	Doe	John	Claire	3424-1 st SW	Anytown	WA	98112	123-2345	JDoe@comcast.net
976543	Ben	Dover	Ben	Cleo	234-15rg Ave., Apt. 3	Anytown	WA	98110	456-7654	BShop37@aol.com
879675	Harry	Gray	Harry	Sue	5400 Main St.	Anytown	WA	98111	456-7654	
879890	Jim	Johnson	Jim	Sue	1435 Baxter Rd.	Anytown	WA	98111	456-1232	Johnson234@aol.com
987987	Bill	Jones	Bill		RR 37, Box 255	Ruraltown	WA	98122	456-3434	bill singer@msn.com
999988	Harry	Jones	Harry	Grace	35 Sudden Valley Dr.	Anytown	WA	98112	349-1749	lead.singer@aol.com
898989	Larry	Peters	Larry	Sarah	8745 W. Wright St.	Anytown	WA	98112	456-4545	
999999	James	Powell	Jim	Mandy	4678 Wright St.	Anytown	WA	98111	345-6521	JPPowell@nwlink.net
879999	Robert	Smith	Bob	Samantha	1647 Oak Ave.	Anytown	WA	98111	123-6754	mittyZ23@aol.com
888888	Samuel	Smith	Sam		2233 Maple Ave., Apt. 23	Anytown	WA	98111	456-9876	
877778	Sanuel	Spade	Sam	Elizabethy	5464 Center St.	Anytown	WA	98112	234-1556	
989898	Herbert	Thyme	Herb	Marilyn	345 Walnut St., Soace 334	Anytown	WA	98111	349-5634	H.Thyme@msn.com
999888	Ken	Tuckyfriedchicken	Ken	Cora	2324 Center St.	Anytown	WA	981s12	234-8675	chickenman@msn.com
888889	Steven	White	Steve	Mary Lou	RR 15, Box 201	Ruraltown	WA	98122	456-5835	SteveW@Aaol.com

PERSONNEL CHANGES

UPDATING CHAPTER OFFICER CHANGES

- **NOTIFY THE SOCIETY AND DISTRICT SECRETARY OF OFFICER CHANGES**
- **IT IS NOT NECESSARY TO NOTIFY SOCIETY OR DISTRICT SECRETARY OF CHANGES FOR THE GENERAL MEMBERSHIP.**
- **NOTIFICATION IS INTENDED FOR CHAPTER OFFICER PERSONNEL CHANGES OR CHANGES IN OFFICER'S INFORMATION PROFILE.**
- **COMPLETE AND SUBMIT A REPORT CHANGE FORM OR NOTIFY SOCIETY AND DISTRICT SECRETARY BY E-MAIL.**
- **NOTIFY THE SOCIETY IMMEDIATELY IN THE CASE OF A MEMBER WHO PASSES AWAY.**

ebiz CAN ASSIST YOU!

CGI e-Business: Chapter x IT WON'

← → ↺ 🏠 <https://ebiz.barbershop.org/ebusiness/Chapters/Chapter.aspx?CompanyID=8949>

🌐 Free Hotmail 📌 Suggested Sites 🖼️ Web Slice Gallery 🔄 New Tab

ebiz.BARBERSHOP.ORG
customer portal to the Barbershop Harmony Society

Home RENEW MEMBERSHIP Find My Records My Memberships Quarters Order History Pay Others' Dues Contest Entry Documents Contact Us

M010 Batavia

[Meetings](#) - [Edit Chapter](#) - [Chapter Leaders](#) - [Download Roster Data](#) - [Dues Prices](#) - [Financial Filing](#)

VA Hospital Auditorium
222 Richmond Ave.
Batavia, NY 14020
(716) 772-5122

Chapter Website: www.thevocalagenda.org

Member Count by Member Class

Member Class	Number of Members
RG	30
SL	4
SN	2
Y2	4
Total	40

[Click here to see classification descriptions](#)

Past Due Chapter Members

Member Number	Name	Address	Home Phone / Work Phone / Cell Phone	Email	Chapter Dues Paid Thru	Society Dues Paid Thru	Member Quotation	Years / MembType / Birthday	MoN Count / Last Year Recruited	ID	FirstName	LastName
310550	George Biggar (Leanne)	10 Woodstream Blvd Fonthill, ON L0S 1E1	n905-892-4467 w905-988-5991	george.biggar@biggarsound.com	09-30-2011 OVERDUE	09-30-2011 OVERDUE	86 Days overdue Amount Due: \$226.11	6 RG 4/19	1 / 2008	310550	George	Biggar
286432	Michael Holmes (Elin Holmes)	81 Sterling Ave Buffalo, NY 14216-2807	n716-868-1155 c716-868-7866	holmesmichael23@msn.com	09-30-2011 OVERDUE	09-30-2011 OVERDUE	86 Days overdue Amount Due: \$158.00	9 RG 10/21	1 / 0	286432	Michael	Holmes
242266	John Morris	50 Royal Pkwy W Williamsville, NY 14221	n716-983-7437	j[ma]rri[s]@gmail.com	06-30-2011 OVERDUE	06-30-2011 OVERDUE	178 Days overdue Amount Due: \$173.00	16 RG 11/9	2 / None	242266	John	Morris

Current Chapter Members

Member Number	Name	Address	Home Phone / Work Phone / Cell Phone	Email	Chapter Dues Paid Thru	Society Dues Paid Thru	Member Quotation	Years / MembType / Birthday	MoN Count / Last Year Recruited	ID	FirstName	LastName
244044	Bob Aitken (Audrey)	22 Mary St St Catharines, ON L2N 6W9	n905-646-3785 w905-646-3785	dud-bob@cageco.ca	12-31-2011	12-31-2011	6 Days Left Amount Due: \$11.00	21 SL 1/13	2 / None	244044	Robert	Aitken

- HELPS KEEP CHAPTER MEMBERSHIP RECORDS ORGANIZED
- READILY SHOWS WHICH MEMBERS HAVE LAPSED MEMBERSHIP
- IT WILL HELP YOU WITH ROSTERS
- GIVES AN ACCURATE COUNT OF MEMBERSHIP IN THE VARIOUS MEMBERSHIP CLASSIFICATIONS
- EASY TO READ AND INTERPRET
- CAN ASSIST YOU TO DETERMINE WHICH MEMBERS ARE ELIGIBLE TO COMPETE
- PROVIDES CAPABILITIES TO FIND INFORMATION ABOUT MEMBERS WHO:
 - HAVE DROPPED OUT OF THE HOBBY
 - LIVE WITHIN YOUR AREA, BUT ARE NOT AFFILIATED WITH A CHAPTER
 - NEED CURRENT INFORMATION TO UPDATE THEIR MEMBERSHIP PROFILE

SOCIETY YOUTH POLICY

IT IS THE POLICY OF THE SOCIETY THAT ALL YOUTH UNDER 18-YEARS OLD MUST HAVE THE PERMISSION OF THEIR PARENT OR GUARDIAN TO PARTICIPATE IN ALL CHAPTER ACTIVITIES AND THAT AN ADULT MEMBER MUST SUPERVISE THE YOUTH AT ALL TIMES AT THE ACTIVITIES

- A PARENT OR GUARDIAN MUST COMPLETE AND SIGN A YOUTH POLICY MEMBERSHIP FORM.
- A PARENT OR GUARDIAN MUST COMPLETE AND SIGN A YOUTH POLICY PARTICIPATION FORM FOR EACH ACTIVITY.
- THE CHAPTER SECRETARY MUST FILE ALL FORMS IN CHAPTER LEGAL FILE.
- EACH YOUTH MEMBER MUST BE SUPERVISED BY AN ADULT MEMBER AT ALL CHAPTER-, DISTRICT- OR SOCIETY-SPONSORED ACTIVITIES AT ALL TIMES.

Youth Membership Form

[Sample Form - Youth Membership]
YOUTH MEMBERSHIP FORM¹
Chapter, SPEBSQSA, Inc.

Youth [Name] _____ Date of Birth: __/__/__ SS# _____
Parent/Guardian [Name] _____
Supervisor(s) [Chapter Member(s) Name(s)] _____

Consent and Agreement by Parent/Guardian

I, am the parent or legal guardian of the Youth named above. The Youth desires to apply for membership in the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc. (SPEBSQSA), as a member of the Chapter named above. I acknowledge that I have received a copy of the SPEBSQSA Youth Policy Statement ** [and the Youth Policy Statement of the Chapter]², have reviewed and understand the same, and have had the opportunity to discuss the same with officers of the Chapter. I have also carefully reviewed and discussed the Policy Statement(s) with the Youth, particularly his obligations and responsibilities as a member of SPEBSQSA and the Chapter. I understand that the Youth's participation in the activities of the Chapter and SPEBSQSA may involve local or long distance travel to and from events, and attendance by the Youth at events or activities which may take place late at night, and/or where alcohol may be consumed by adults. I further understand that my consent and agreements, as set forth below, are conditions to the approval of the Youth's membership.

I hereby consent to the Youth joining and becoming a member, and participating in all activities of SPEBSQSA and the Chapter. I agree to be responsible for, and promptly to discharge, all financial obligations of the Youth to the Chapter and SPEBSQSA. I assume and accept full responsibility for the active supervision of the Youth, and for all actions of the Youth, during or arising out of all activities in which the Youth participates. If I am a member of the Chapter I will diligently perform such supervision at all times. If I am not a member of the Chapter (or in my absence, if I am a member), I hereby designate the Chapter member(s) named above as Supervisor(s) to supervise the conduct and activities of the Youth as a participant in any or all Chapter and SPEBSQSA activities, including (but not limited to) participation in meetings, performances, conventions, social events, and any associated travel. I hereby grant to such Supervisor(s) my permission, full authority and responsibility, in my place and stead as a parent, to supervise the Youth, as fully and completely as I might do if I were personally present, as deemed necessary and appropriate in the reasonable judgment of such Supervisor(s). I agree that the Supervisor(s), when providing such supervision, will be performing that function in an individual and personal capacity, and not as an agent or representative of the Chapter or SPEBSQSA. I understand and agree that any of the following may result in the Youth being denied the right to participate in Chapter and SPEBSQSA activities and events, and/or in the suspension of the Youth=s membership: (i) my failure and/or the failure of such Supervisor(s) to provide effective supervision of the Youth; (ii) the failure of the Youth to abide by the Bylaws, and Code of Regulations (if any), of the Chapter, and the Bylaws, Code of Ethics, Statements of Policy, or other governing documents of the SPEBSQSA, or (iii) the failure of the Youth to accept and comply with my supervision and/or the supervision of such Supervisor(s).

In the event of any medical emergency involving the Youth, in my absence I further hereby authorize such Supervisor(s) to obtain, provide, give consent, or furnish authorization for, any necessary emergency medical services or treatment to the Youth, including (but not limited to) surgical procedures which may be recommended by a physician, it being my desire that the Youth be provided with such emergency medical services or treatment as soon as reasonably possible, after a need arises.

(Signature)
Parent/Guardian

DATE: _____ [Printed Name]: _____

¹ Signed copy of Form to be retained in Chapter file

² **Delete if inapplicable

Youth [Name] _____ Date of Birth: __/__/__ SS# _____
Parent/Guardian [Name] _____
Supervisor(s) [Chapter Member(s) Name(s)] _____

Acceptance of Responsibility by Supervisor(s)

I, the Supervisor(s) named and designated above, hereby accept responsibility for, and agree to perform, the supervision of the conduct and actions of the Youth as a member of the Chapter and SPEBSQSA. I understand that my responsibility shall cover all aspects of the Youth=s participation in the activities of the Chapter and of SPEBSQSA, including (but not limited to) participation in meetings, performances, conventions, social events, and any associated travel. I agree that my responsibility shall continue for so long as the Youth is a member of the Chapter and under the legal age of majority, or until I rescind this Acceptance by written notice to the Chapter President or Secretary. I understand that my failure to provide effective supervision of the Youth, or my rescission of this Acceptance, may result in the Youth being denied the right to participate in Chapter and SPEBSQSA activities and events, and/or in the suspension of the Youth's membership in the Chapter and SPEBSQSA. [If more than one Supervisor is named, the foregoing statements and agreements are separately made by, and shall separately apply to, each.]

(Signature)

(Signature)

Supervisor(s)

[Printed Name(s)]: _____

DATE: _____

Acknowledgment by Youth

I, the Youth named above, understand that my membership in the Chapter and SPEBSQSA, and my participation in Chapter and SPEBSQSA activities and events is conditioned upon the supervision of my conduct and actions by my Parent/Guardian and/or the Supervisor(s) named above. I understand that my failure to accept and comply with such supervision, or the failure of my Parent/Guardian and/or the Supervisor(s) to provide the same, may result in my being denied the right to participate in Chapter and SPEBSQSA activities and events, and/or in the suspension of my membership in the Chapter and SPEBSQSA.

(Signature)

Youth

[Printed Name]: _____

DATE: _____



Youth Participation Form

[Sample Form - Specific Activity]

YOUTH PARTICIPATION FORM¹

Chapter/District - SPEBSQSA, Inc.

YOUTH PARTICIPATION FORM

Page 2

Youth [Name]: _____ Activity: _____
Date of Birth: __/__/__ Location: _____
SS# _____ Date(s): _____
Parent/Guardian: _____

Supervisor(s) [Name(s)]: _____

Consent and Agreement by Parent/Guardian

I, am the parent or legal guardian of the Youth named above. The Youth desires and/or has applied to participate in the Activity referenced above. I acknowledge that I have received a copy of the Youth Policy Statement of the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc. (SPEBSQSA) **[and the Youth Policy Statement of the Chapter/District]², have reviewed and understand the same, and have had the opportunity to discuss the same with persons responsible for the Activity. I have also carefully reviewed and discussed the Policy Statement(s) with the Youth, particularly his/her obligations and responsibilities as a participant in the Activity. I understand that participation by the Youth is conditioned upon the consent, agreements, and other provisions contained in this document.

I hereby consent to the Youth participating in the Activity. I hereby designate the Supervisor(s) named above (if other than the undersigned Parent/Guardian) to supervise the conduct and activities of the Youth as a participant in the Activity, including (but not limited to) participation in any associated travel. I hereby grant to such Supervisor(s) my permission, full authority and responsibility, in my place and stead as a parent, to supervise the Youth as fully and completely as I might do if I were personally present, as deemed necessary and appropriate in the reasonable judgment of such Supervisor(s). I understand and agree that the failure of the Youth to accept and comply with such supervision, and/or the failure of such Supervisor(s) to provide effective supervision of the Youth, may be grounds for the denial or immediate termination of the Youth's participation in the Activity. I understand and agree that if any Chapter, District or SPEBSQSA member provides such supervision, such member will be performing that function in his individual and personal capacity, and not as an agent or representative of the Chapter, District or SPEBSQSA.

I accept full responsibility for all actions of the Youth and such Supervisor(s) during or arising out of the Youth's participation in the Activity. In the event of any medical emergency involving the Youth, I further hereby authorize such Supervisor(s) to obtain, provide, give consent, or furnish authorization for, any necessary emergency medical services or treatment to the Youth, including (but not limited to) surgical procedures which may be recommended by a physician, it being my desire that the Youth be provided with such emergency medical services or treatment as soon as reasonably possible, after a need arises.

Parent/Guardian (Signature)

[Printed Name]: _____
DATE: _____

¹ Signed copy of Form to be retained in Chapter/District file

²** Delete if inapplicable

Youth [Name]: _____ Date of Birth: __/__/__ SS# _____
Activity: _____
Location: _____ Date(s): _____
Supervisor(s) [Name(s)]: _____

Acceptance of Responsibility by Supervisor(s)

I, the Supervisor (s) named and designated above, hereby accept responsibility for, and agree to perform, the supervision of the conduct and actions of the Youth as a participant in the Activity. I understand that my responsibility shall cover all aspects of the Youth's participation in the Activity, including (but not limited to) participation in any associated travel. I agree that my responsibility shall continue for the entire duration of the Activity, or until I rescind this Acceptance by written notice to the Chapter, District, or SPEBSQSA officer (or designated representative) in charge of the Activity. I understand that my failure to provide effective supervision of the Youth, or my rescission of this Acceptance, may be grounds for the denial or immediate termination of the Youth's participation in the Activity. [If more than one Supervisor is named, the foregoing statements and agreements are separately made by, and shall separately apply to, each.]

(Signature)

(Signature)
Supervisor(s)

[Printed Name(s)]: _____

DATE: _____

Acknowledgment by Youth

I, the Youth named above, understand that my participation in the Activity is conditioned upon the supervision of my conduct and actions by the Supervisor(s) named above. I understand that my failure to accept and comply with such supervision, or the failure of such Supervisor(s) to provide the same, may result in the denial or immediate termination of my participation in the Activity.

Youth (Signature)

[Printed Name]: _____

DATE: _____





SECRETARY'S CLASS- SESSION 2



Servi-SING



CHAPTER LIABILITY INSURANCE

- EACH CHAPTER AUTOMATICALLY CARRIES GENERAL LIABILITY INSURANCE (BODILY INJURY, AND PROPERTY DAMAGE).
- PROTECTS THE CHAPTER, DISTRICT AND SOCIETY FROM THIRD-PARTY LIABILITY CLAIMS.
- DOES NOT COVER CHAPTER MEMBERS.
- LIMIT OF THE POLICY IS \$10 MILLION FOR EACH OCCURRENCE.
- THE ANNUAL FEE FOR THE LIABILITY INSURANCE IS INVOICED ON THE DECEMBER SOCIETY STATEMENT TO THE CHAPTER.
- CHAPTERS MAY NOT OPT OUT OF THIS INSURANCE POLICY.



BONDING INSURANCE

- EACH CHAPTER IS AUTOMATICALLY COVERED BY BONDING INSURANCE.
- THOSE COVERED BY BONDING INSURANCE MUST BE WRITTEN INTO THE MINUTES AT THE JANUARY MEETING OF THE CHAPTER BOARD OR AT SUBSEQUENT MEETINGS WHEN ANOTHER INDIVIDUAL BECOMES KNOWN WHO HANDLES MONEY.
- CHAPTER IS COVERED TO \$50,000 FOR LOSSES BY AN INDIVIDUAL MISAPPROPRIATING FUNDS.
- CHAPTER MAY NOT OPT OUT OF THIS COVERAGE AND FEE IS PAID IN DECEMBER
- THERE IS \$1000 DEDUCTIBLE ON EACH CLAIM.



CERTIFICATE OF LIABILITY INSURANCE

- REQUIRED FOR MOST FACILITY RENTALS
- CONTACT AGENT TO RECEIVE ONE CERTIFICATE SPECIFIC FOR YOUR EVENT
- OUTLINES PROOF OF COVERAGE
- CERTIFICATE WILL CHANGE ON JANUARY 1, 2016
- CHECK DOCUMENT CENTER FOR NEW CERTIFICATE – GENERIC COPY DOWNLOADABLE – AFTER 1/1/2016.

ACORD [®] CERTIFICATE OF LIABILITY INSURANCE		CLASS: 17881		CLASS: 17881	
PRODUCER The Crichton Group 3011 Armory Drive Suite 250 Nashville, TN 37204 615-383-8161				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT ALTER, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURER S.P.E.B.S.G.S.A., Inc. c/o Barbershop Harmony Society 118 Tenth Avenue North Nashville, TN 37203				INSURERS AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Ins.Co INSURER B: Federated Ins. Co of Canada INSURER C: INSURER D: INSURER E:	
				NAIC # 18358	
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSURED (TS)	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	PHPK438284	06/15/09	01/01/10	COMBINED SINGLE LIMIT \$1,000,000 AGGREGATE \$1,000,000 MEDICAL EXPENSE \$100,000 PRODUCTS/COMPLETED OPERATIONS \$1,000,000 GENERAL AGGREGATE \$3,000,000 RESIDUAL - SOLIDUS ASS \$3,000,000
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> HOUSING/RESIDENTIAL <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> CGL <input type="checkbox"/> LOC	P9900375-5	06/15/09	01/01/10	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRE/AUTO <input type="checkbox"/> NON-OWNED/AUTOS				COMBINED SINGLE LIMIT (Per person) \$1,000,000 MEDICAL EXPENSE (Per person) \$100,000 PROPERTY DAMAGE (Per accident) \$1,000,000
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTOMOBILE - FL AGGREGATE \$1,000,000 OTHER THAN AUTO GALT \$100,000
A	<input checked="" type="checkbox"/> PERSONNEL LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCURABLE <input checked="" type="checkbox"/> RETROACTIVE \$10,000	PHU5274244	06/15/09	01/01/10	COMBINED SINGLE LIMIT \$1,000,000 AGGREGATE \$1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPERTY PARTISAN EXCLUDED SPECIAL PROVISIONS OTHER				RETROACTIVE \$10,000 \$1,000,000 \$1,000,000 \$1,000,000
DESCRIPTION OF OPERATIONS / ACTIVITIES / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Managers or Lessors of Premises are included as Additional Insured when required by written contract executed prior to a loss with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to the insured. General Liability Coverage for Additional Insureds is primary and non-contributory when required by written contract or agreement. Coverage as per the policy or policies issued by the insurer(s) listed above.					
CERTIFICATE HOLDER For Information Purposes Only			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ADVISE YOU TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Phil Barnes</i>		

OPTIONAL INSURANCE

CHAPTER PROPERTY INSURANCE

- **RECOMMENDED FOR CHAPTERS WITH RISERS, SOUND EQUIPMENT AND UNIFORMS.**
- **RECOMMENDED FOR CHAPTERS WITH VEHICLES OR TRAILERS TO TRANSPORT RISERS, UNIFORMS AND OTHER CHAPTER PROPERTY.**
- **CONTACT SOCIETY INSURANCE AGENT OR A LOCAL AGENT.**



BROCHURES FOR VARIOUS PLANS
ARE AVAILABLE ONLINE AT
WWW.BARBERSHOP.ORG
DOCUMENT CENTER

OPTIONAL INSURANCE

LIABILITY INSURANCE FOR MEMBERS

- **AVAILABLE TO COVER MEMBERS AS SEPARATE COVERAGE.**
- **CONTACT SOCIETY INSURANCE AGENT OR A LOCAL AGENT.**



**BROCHURES FOR VARIOUS PLANS
ARE AVAILABLE ONLINE AT
WWW.BARBERSHOP.ORG
DOCUMENT CENTER**

INSURANCE CLAIMS PROCESS

- CONTACT DIRECTOR OF FINANCE ADMINISTRATION AT THE SOCIETY.
- SHARE THE FOLLOWING INFORMATION:
 - NAME, ADDRESS AND PHONE NUMBER OF THE INDIVIDUAL(S) INVOLVED
 - DATE AND LOCATION OF THE INCIDENT
 - PERTINENT DETAILS OF THE ACCIDENT OR INCIDENT

IMPORTANT

DO NOT MAKE ANY STATEMENTS (WRITTEN OR OTHERWISE) TO ANYONE EXCEPT THE BARBERSHOP HARMONY SOCIETY'S INSURANCE AGENT OR INVESTIGATING POLICE OFFICIALS.

THE SOCIETY AND ITS INSURANCE AGENT WILL DO ANY FOLLOW-UP.

ASCAP/BMI/SESAC

BMI/SESAC CLEARANCE

- SHOW CLEARANCE FORM USED BY U.S. CHAPTERS AND SUBMITTED TO THE DISTRICT SECRETARY

ASCAP LICENSING

- SUBMITTED TO DISTRICT SECRETARY AND POSTED ONLINE AT SOCIETY EBIZ WEB SITE



BMI/SESAC SHOW CLEARANCE PROCESS



- COMPLETE BMI/SESAC FORM AND FEES FROM TABLE ON THE FORM.
- SEND THE COMPLETED FORM AND PAYMENT FOR EACH SHOW TO YOUR DISTRICT SECRETARY.
- DISTRICT SECRETARY CONFIRMS APPROVAL OF SHOW BY EMAIL BACK TO THE CHAPTER
- CLEARING THE SHOW DATE AND PLACES THE SHOW DATE ON THE DISTRICT CALENDAR.
- THE CHAPTER IS FREE TO FINALIZE VENUE AND TALENT CONTRACTS.
- SIGNED FORM IS STORED BY CHAPTER SECRETARY IN CHAPTER LEGAL FILE.

Application for Show Clearance BMI & SESAC License



SPEBSQSA, INC.
THE BARBERSHOP HARMONY SOCIETY
An International Organization



APPLICATION FOR SHOW CLEARANCE BMI AND SESAC LICENSE*

The _____ Chapter _____ of the _____
Name No. Name

district requests a show clearance and BMI License and SESAC License for _____
Date(s)

Our chapter show will be held at _____ which has the capacity of _____ seats.
Location No.

The highest ticket price for our concert will be \$_____ and we will present _____ performance(s).

A check is enclosed in the amount of \$_____ payable to S P E B S Q S A, Inc. which represents
our fees for the BMI License and for the SESAC License. (See attached rate schedule to determine fee.)

We understand that upon receipt of our chapter's copy of this form, endorsed by the district secretary, our
show clearance and BMI License and SESAC License have been granted.

_____ for _____ Chapter

_____ for _____ District

BMI _____

SESAC _____

W. Kimmel

National Director Musical Attractions BMI

[Signature]

Director General Licensing SESAC

Form 3016

(WHITE CHAPTER COPY/CANARY DISTRICT COPY/PINK BMI COPY/GOLDEN ROD-SESAC COPY/GREEN INTERNATIONAL OFFICE COPY)

BMI/SESAC Rate Per Concert
Highest Price of Admission (exclusive of tax)

Seating Capacity	\$0.00-\$3.00	\$3.01-\$6.00	\$6.01-\$9.00	\$9.01-\$12.00	\$12.01-\$15.00	\$15.01-\$18.00	\$18.01-\$21.00	\$21.01-\$25.00	\$25.01-\$30.00	Over \$30.00
0-250	28	28	28	28	28	28	28	28	28	28
251-500	28	28	28	28	28	28	28	28	28	28
501-750	28	28	28	28	28	28	28	28	28	28
751-1000	28	28	28	28	28	28	28	28	28	28
1001-1500	28	28	28	28	28	28	28	28	28	28
1501-2000	38	38	38	38	38	38	38	38	38	38
2001-3000	38	38	38	38	38	38	38	38	38	38
3001-4000	58	58	58	58	58	58	58	58	58	58
4001-5500	58	58	58	58	58	58	58	58	58	58
5501-7500	76	76	76	76	76	123	123	123	123	123

ASCAP LICENSING PROCESS

- 2. ANY CHAPTER WHO HAS A SHOW WILL ANNUALLY PAY \$241.00. IF THE FEES FOR THE YEAR EXCEED THAT AMOUNT YOU WILL BE BILLED BY ASCAP. IF YOUR FEES FOR THE YEAR DO NOT RISE TO THE AMOUNT, YOU WILL HAVE TO PAY THE MINIMUM \$241.00 FEE.**
- 3. THERE ARE SPECIAL RATES FOR BENEFIT SHOWS.**
- 4. THERE ARE SPECIAL ADDITIONAL FEES FOR SCRIPTED SHOWS OR SHOWS DEDICATED TO A SPECIFIC COMPOSER.**
- 5. KEEP A COPY OF ALL COMPLETED FORMS IN THE CHAPTER LEGAL FILE.**

CHAPTER INCORPORATION

**IT IS THE POLICY OF THE SOCIETY THAT EACH CHAPTER IS
INCORPORATED IN THE STATE OR PROVINCE WHERE THEY RESIDE**

**INCORPORATION PROTECTS INDIVIDUAL MEMBERS FROM LAWSUITS
BROUGHT AGAINST THE CHAPTER**

- **CONTACT THE SECRETARY OF YOUR STATE OR PROVINCE TO DETERMINE IF YOUR CHAPTER IS INCORPORATED. OFTEN THIS CAN BE DONE ONLINE.**
- **INCORPORATION MUST BE CONFIRMED ANNUALLY (USUALLY IN APRIL) BY RECEIVING A CERTIFICATE OF CONTINUED EXISTENCE AND THE PAYMENT OF AN ANNUAL FEE TO THE STATE OR PROVINCE.**
- **REVIEW WITH THE CHAPTER TREASURER TO DETERMINE IF THE ANNUAL FEE HAS BEEN PAID.**
- **EACH CHAPTER NEEDS A RESIDENT AGENT TO MONITOR THE CONTINUED ANNUAL INCORPORATION OF THE CHAPTER.**

COPYRIGHT LAW

IT IS AGAINST THE LAW TO...

- **REPRODUCE THE COPYRIGHTED WORKS IN COPIES AND RECORDINGS;**
- **PREPARE DERIVATIVE WORKS BASED ON THE COPYRIGHTED WORK;**
- **PERFORM THE COPYRIGHTED WORK PUBLICLY;**
- **DISTRIBUTE THE COPYRIGHTED WORK PUBLICLY; AND**
- **DISPLAY THE COPYRIGHTED WORK PUBLICLY.**

**IT IS YOUR DUTY TO REMIND YOUR CHAPTER
OFFICERS OF THESE COPYRIGHT RESTRICTIONS**

COPYRIGHT INFRINGEMENT

\$50,000 PER COPY

OF PRINTED OR RECORDED MATERIAL

IF YOU HAVE QUESTIONS REGARDING
COPYRIGHT LAW, PROCESS FOR
MAKING AUDIO TAPES, VIDEO TAPES,
DVDS, PRINTED SHEET MUSIC
CONTACT BARBERSHOP HARMONY SOCIETY
(JOE LILES) AT 1-800-SING (7464).



Request for Permission to Arrange



The Person wishing to obtain permission to make a barbershop arrangement of a song and reproduce a limited number of copies must provide the following information on the ARRANGEMENT AND REPRODUCTION REQUEST form:

- Fill in name and address of publisher, if known.
- Fill in name of song/author/composer, if known.
- Fill in copyright date and copyright owner, if known.
- Sign and date the REQUEST form. If there is more than one arranger, all must sign. If the arranger is deceased, fill in his name and your name on the second line preceded by the word (by). Your signature(s) is your guarantee that you are the actual arranger(s) of the music.
- Write check payable to SPEBSQSA, Inc. Because the fees vary and are subject to change please contact the Old Songs Library at 800-876-7464 to verify costs and procedure.
- Mail REQUEST form and check to Old Songs Library, 7930 Sheridan Road, Kenosha, WI 53143 or library@spebsqsa.org
- Keep a copy of the REQUEST form for follow-up.

Old Songs Library will:

- Check the REQUEST form and make any corrections and/or fill in blanks as appropriate.
- Send letter of inquiry to confirm present copyright owner.
- Upon receiving confirmation, forward three copies of the REQUEST form along with letter of explanation and check to publisher.

NOTE: Copyright owner confirmation and publisher approval usually takes about three months, but may take longer.

Publisher will:

- Sign and date the REQUEST form.
- Return the original and one copy of the REQUEST form to SPEBSQSA, Inc.

Old Songs Library will then:

- Return copy of signed REQUEST form to arranger.
- File the original of the REQUEST form.

Arranger will:

- Forward one copy of arrangement to SPEBSQSA, Inc. for file per statement 3 on form.

NOTE: It is important that the arranger understand statements 1-9 on the REQUEST form, especially statements 4, 7 and 8. If there are any questions, please contact Old Songs Library at 800-876-7464 or library@spebsqsa.org.

The ARRANGEMENT AND REPRODUCTION REQUEST form is no guarantee that a publisher will grant permission to complete the arrangement.

Request for Permission to Arrange Form



Permission to arrange

Please complete one form per song or medley, and submit to library@barbershop.org or mail to Barbershop Harmony Society, 110 - 7th Ave. N., Nashville, TN 37203

song title (list all songs if medley)
writer(s)
copyright date
current publishers (see www.ascap.com or www.bmi.com)
number of copies
arranger name
person submitting filing
email
phone
Choose payment method) <input type="radio"/> MasterCard, Visa, Discover or American Express card number and expiration <input type="radio"/> Check enclosed <input type="radio"/> Chapter charge: Name and chapter number

These prices and times are customary but can be greater for a quote, please send an email to library@barbershop.org or call the Music Library 800-875-7454

Generally, the fee is \$60 per song, with 5 copies included.

- additional copies are \$2.65 each or \$2.49 for 40+ copies.
- medleys are generally \$30 per song, with 5 copies included.
- additional copies of medleys are \$3.15 each or \$2.98 for more than 40 copies
- processing time is usually 30-60 days but can be longer, especially if medleys or multiple publishers are involved.

Arrangement And Reproduction Request

TO: _____
(Name of Publisher)

(Address of Publisher)

As a member of SPEBSQSA Inc., I hereby request permission, pursuant to the terms of this agreement, to arrange for barbershop quartet and chorus, and reproduce a limited number of copies of the Arrangement (hereinafter referred to as **Athe Arrangement®**) the following Song (hereinafter referred to as **Athe Work®**):

(Name of Work/Author/Composer)

If the aforesaid request is granted, I agree that this permission shall be subject to the following terms and conditions, with the express understanding that no permission beyond that granted hereby shall exist:

1. I shall have the right to arrange the Work solely for barbershop quartet and chorus.
2. I shall have the right to make 5 copies of the Arrangement. I agree to pay, by remittance to SPEBSQSA, Inc., with this request, the sum of \$_____ covering the costs to SPEBSQSA, Inc. for handling and mailing, and the royalty fee of \$_____, for the privilege of arranging and making 5 copies. If I wish to make more than 5 and no more than 200 copies of the Arrangement, I may be permitted under this agreement to do so by paying additionally to SPEBSQSA, Inc. the royalty fee of \$_____ per copy for all copies over 5 and up to 200. Under no circumstances shall I make more than 200 copies of the Arrangement.
3. I agree to submit one of the finished copies to SPEBSQSA, Inc., for archival and study purposes, with the express understanding that unless you give permission, such copy shall not be made available to any person other than employees of SPEBSQSA, Inc. and the publisher and author and/or composer of the Work (if requested).
4. The Arrangement shall be automatically the copyright of the copyright owner of the Work, and I agree that I shall seek no registration of such copyright in the name of the copyright owner or any other name unless authorized by you.
5. I agree no recording use, or public performance for profit use, or any other use requiring authorization shall be made of or from the Work or the Arrangement unless licensed by you or an agent or organization acting on your behalf.
6. SPEBSQSA, Inc. shall remit to you, under an agreed procedure, the royalty fees paid by me hereunder.
7. I shall not undertake to grant any permission to others to arrange and/or reproduce any additional copies of the Arrangement.
8. On the first page of music of each copy of the Arrangement produced hereunder, I shall place the following:

Copyright _____ by _____ This Arrangement authorized.
(year) (Name of Copyright owner)

^No recording use, public performance for profit use, or any other use requiring authorization, or reproduction or sale of copies in any form shall be made of or from the Arrangement unless licensed by the copyright owner or an agent or organization acting on behalf of the copyright owner.®

9. This permission is strictly limited to the Work and to the terms and conditions expressly set forth herein and shall not grant any right to print, publish or vend any other right, it being understood that all rights in the Work are reserved by you, subject to this permission.

Arranger(s)

Date _____

AGREED TO: _____

By _____ (Name of Publisher) Date _____

Mail this form to SPEBSQSA, Inc., Old Songs Library, 7930 Sheridan Road, Kenosha, WI 53143, who will process it with the publisher.
library@spebsqsa.org

CHAPTER LEGAL FILES



✓ **Store all chapter legal documents together in a file box or cabinet at a safe location**

✓ **The chapter secretary is responsible for maintaining the chapter legal file**

- INCORPORATION RECORDS
- CERTIFICATE OF CONTINUED EXISTENCE
- RESIDENT AGENT CERTIFICATE
- CHAPTER CHARTER
- CHAPTER BYLAWS
- CHAPTER RULES AND REGULATIONS
- CHAPTER MEMBERSHIP REPORTS
- MEMBERSHIP APPLICATIONS
- CHAPTER STATEMENT OF POLICY
- COPY OF TRANSACTIONS AND MEETING MINUTES
- INSURANCE AND BONDING RECORDS
- YEAR-END TREASURER REPORT AND IRS 990 FORMS
- ANNUAL FINANCIAL REPORTS
- DIRECTOR CONTRACTS
- SHOW TALENT CONTRACTS



HOW LONG DO WE KEEP OUR CHAPTER RECORDS?

- IN GENERAL, KEEP DOCUMENTS AND RECORDS FOR YOUR CHAPTER FOREVER
- REVIEW TABLE 3 (SECTION 4.8.6) IN THE 2013 CHAPTER SECRETARY MANUAL
- DISCUSS WITH YOUR CHAPTER BOARD OF DIRECTORS THE BEST WAY TO STORE YOUR CHAPTER RECORDS
- EXPLORE SAVING YOUR DOCUMENTS ELECTRONICALLY AND STORE IN A SAFE LOCATION



PREPARING FOR A NATURAL DISASTER

**AS CHAPTER SECRETARY YOU ARE
RESPONSIBLE FOR THE SAFEKEEPING OF
ALL CHAPTER RECORDS AND FILES**

- **PLAN AHEAD FOR A DISASTER.**
- **CONSIDER SCANNING YOUR DOCUMENTS AND STORING THEM ON A CD ROM.**
- **STORE YOUR CHAPTER DOCUMENTS IN A LOCATION SAFE FROM THE ELEMENTS.**
- **KEEP CHAPTER RECORDS AND LEGAL FILE ACCORDING TO THE TABLE IN THE 2012 CHAPTER SECRETARY MANUAL (4.8.6, TABLE 3)**



LEADERSHIP LINKAGES

WAYS TO SHOW LEADERSHIP IN YOUR CHAPTER



**BE THE CONSCIENCE FOR
YOUR CHAPTER AND BE
CONCERNED THEY STAY
LEGAL BY MAINTAINING AN
ORGANIZED AND UP-TO-
DATE LEGAL FILE**

IS YOUR CHAPTER PREPARED FOR A VISIT FROM THE IRS?



- ALL LEGAL DOCUMENTS FOR YOUR CHAPTER IN ORDER
- FINANCIAL REPORTS AND RECORDS AND MINUTES IN ORDER

VERY IMPORTANT

- A RUNNING FORMAL LIST OF SERVICE AND COMMUNITY ACTIVITIES YOUR CHAPTER HAS PARTICIPATED IN

SHOW TALENT CONTRACTS

IMPORTANT

**NEVER SIGN ANY CONTRACTS WITH
TALENT OR VENUE UNTIL THE SHOW DATE IS
CLEARED BY DISTRICT SECRETARY.**

- GET EVERYTHING IN WRITING!
- UTILIZE TALENT CONTRACT TO FINALIZE AND CLARIFY DETAILS.
- STIPULATE A DEADLINE TO RETURN SIGNED CONTRACT
- IN U.S., REMIND CHAPTER TREASURER OF IRS 1099 FORM RESPONSIBILITIES FOR REPORTING FEES PAID TO TALENT IN EXCESS OF \$600.
- FILE CONTRACTS IN CHAPTER LEGAL FILE.

Information Request For Chapter Show Appearances

The _____ Chapter is holding its annual show on _____ at the _____
(name of chapter) (dates)
_____ in _____. Show time is _____ p.m.
(name of auditorium)

We would like to have your quartet supply information relative to all expenses for:

_____ one appearance on one show _____ two appearances on one show
_____ two shows on the same night _____ two shows on successive nights
_____ Afterglow _____ Other appearances as follows (chapter dinner, radio & TV, etc.) _____

As a guest artist on our show, you will be required to:

- (a) be backstage 30 minutes before the show.
- (b) provide the chapter with the necessary publicity material and glossy pictures.
- (c) abide by the rules of the auditorium where the show is held (no smoking, drinking, etc.).
- (d) limit your performance on stage to the time allotted by the chapter.
- (e) notify the chapter if your quartet has any change in personnel prior to show date.
- (f) request written permission from the chapter, if district and chapter policy permits, to sell recordings if it is your practice to conduct such sales.
- (g) notify the chapter of your arrival time and mode of transportation.

The _____ quartet (U.S. quartet tax reporting number _____*) hereby
(quartet name)
agrees to appear on the _____ chapter show as listed above.
(chapter name)

We agree to reserve these dates for your chapter for _____ days from _____ awaiting your confirmation.
(No.) (date of signing)

Our fee for this guest appearance is as follows:

Travel	\$ _____	SIGNED FOR THE QUARTET _____ (date)
Housing & Meals	\$ _____	
Talent Fee	\$ _____	
Other Expense	\$ _____	
Total	\$ _____	

* For U.S. quartets, regardless of the amount paid, under backup withholding a chapter **must** withhold 20% of the payment if the tax reporting number is not provided. (The tax reporting number can be a social security number or an employer identification number.)

The _____ chapter hereby contracts for the _____ to appear as a guest artist at the
(name of chapter) (name of quartet)
time, place and expense as shown above.

SIGNED FOR THE CHAPTER

(Chapter Show Chairman or Talent Coordinator)

(date)

This contract is signed by both parties with the understanding that no tape recording will be made until all requirements of the Society's recording policy have been met. Copies of this policy may be obtained from the international office of SPEBSQSA, 7930 Sheridan Road, Kenosha, WI 53143

CHAPTER ELECTIONS

- **CHAPTER ELECTIONS MUST BE HELD BY OCTOBER 15.**
- CHAPTER ELECTIONS ARE HELD TO COINCIDE WITH THE ANNUAL MEMBERSHIP MEETING, WHICH IS A REQUIREMENT FOR CONTINUED EXISTENCE AS A NOT-FOR PROFIT INCORPORATED ORGANIZATION.
- CANDIDATES MUST BE ANNOUNCED TWICE IN THE TWO-WEEKS PRIOR TO THE ANNUAL MEMBERSHIP MEETING.
- THE ANNOUNCEMENT OF CANDIDATES AND ANNUAL MEMBERSHIP MEETING SHALL BE DONE BY WRITTEN NOTICE THROUGH E-MAIL, LETTERS TO THOSE WITHOUT E-MAIL OR CHAPTER BULLETIN, AND VERBALLY AT CHAPTER MEETING/REHEARSAL.
- ELECTIONS ARE TO BE CONDUCTED WITH SECRET BALLOT, UNLESS THE SLATE OF OFFICERS IS UNCONTESTED.
- **THE CHAPTER SECRETARY MUST REPORT THE NEW OFFICERS ONLINE NO LATER THAN DECEMBER 1ST.**
 - *FAILURE TO REPORT NEW OFFICERS IS GROUNDS FOR SUSPENSION OF THE CHAPTER CHARTER.*

NEW LEADERSHIP REPORTING

- NOW REPORTED ONLINE AT
WWW.EBIZ.BARBERSHOP.ORG
MEMBERS LINK.
- REPORTING IS TO BE COMPLETED
BY DECEMBER 1ST.
- THE BASIC LEADERS FOR MOST
CHAPTERS ARE:

PRESIDENT
VP CHAPTER DEVELOPMENT
VP MUSIC & PERFORMANCE
VP MKTG./PR (25+ MEMBERS)
SECRETARY
TREASURER
- ADDITIONAL OFFICERS/LEADERS ARE AT
THE DISCRETION OF THE

CHAPTER

Update Chapter Officers Information

Back to [menu](#)

1. Choose an office and enter the member number of the person holding that office.
2. Select "[Delete]" for the office to remove a person from the list
3. You can [show a chapter member list](#) if you need to find the member number of one of your members.
4. Make sure you press "Save" at the bottom of the form to save your changes
5. PROBE Membership is encouraged and is a legitimate chapter expense. Visit PROBE online at <http://www.harmonize.com/probe/> or contact Secretary/Treasurer [Dick Gir](#) to enroll chapter officers.
6. If your director is not a member and you don't know his/her ID, drop a note to membership@spebsqsa.org and give their name and your chapter number.

Click Here To Copy Officers From 2005

Please note: This will overwrite and replace any existing entries you have for 2006.

Do Not Use Your Enter Key. Use Mouse and Click Please.

C-057 Bellevue officers for 2006

Office	Member Number or ID	Name
[Choose an office]	<input type="text"/> Look-up	click "Save" to show name
[Choose an office]	<input type="text"/> Look-up	click "Save" to show name
[Choose an office]	<input type="text"/> Look-up	click "Save" to show name
[Choose an office]	<input type="text"/> Look-up	click "Save" to show name
[Choose an office]	<input type="text"/> Look-up	click "Save" to show name
<input type="button" value="Delete"/>		

QUARTET REGISTRATION

- **NOT A CHAPTER SECRETARY DUTY TO REGISTER QUARTETS, HOWEVER, CHAPTER SECRETARY CAN DISTRIBUTE REGISTRATION FORMS AND ANSWER QUESTIONS**
- **QUARTET COMPLETES HARDCOPY FORM OR ONLINE AT WWW.EBIZ.BARBERSHOP.ORG**
- **THERE IS AN ANNUAL FEE OF \$40 TO INITIALLY REGISTER OR MAINTAIN REGISTRATION OF YOUR QUARTET.**
- **QUARTETS MUST HAVE A NAME THAT IS NOT THE SAME OF PAST SOCIETY INTERNATIONAL QUARTET CHAMPIONS OR CURRENTLY USED BY A REGISTERED QUARTET.**
- **REGISTERED QUARTETS RECEIVE A CARD AND REGISTRATION NUMBER.**

 **BARBERSHOP HARMONY SOCIETY**

QUARTET REGISTRATION RENEWAL FORM
QUARTET REGISTRY, Barbershop Harmony Society
110 7th Avenue N
Nashville, TN 37203-3704
615-823-3993 FAX 615-313-7619
quartet@barbershop.org

Please fill out this form completely. Enclose a remittance of \$40.00 Annual Registration Fee (U.S. Funds only). The fee is payable by check, MasterCard or Visa and may be mailed to address above, or register/renew on line at www.barbershop.org/

☐ **NEW QUARTET REGISTRATION**

First Choice _____ All names must be approved by the Society Office _____ District in Which Quartet Intends to Compete _____
Second Choice _____
Third Choice _____

CONTACT MAN

(name) _____ (membership number) _____
(address) _____ (city, state, postal code/zip) _____
(home phone number) _____ (work phone number) _____ (fax phone number) _____
(e-mail address) _____ (quartet e-mail address) _____ (quartet web-site address) _____

QUARTET PERSONNEL

Tenor	_____	Member #	_____
Lead	_____	Member #	_____
Bari	_____	Member #	_____
Bass	_____	Member #	_____

☐ **QUARTET RENEWAL**

Quartet Name _____ Quartet No. _____

PAYMENT INFORMATION

MasterCard/Visa _____ Exp. Date _____
Name/membership # _____ Amount _____

Please be aware of the following:

- All members of the quartet must be enrolled on the membership records at the Society Office. (If a membership is questionable the contact man will be notified.)
- To assure there will be no duplication of a quartet name with any other registered quartets, **ALL** names must be approved by the Society Office.
- The contact man will be sent a registration packet after the above requirements are met and verified.
- **THIS FORM MUST BE COMPLETELY FILLED OUT, OR IT WILL BE RETURNED.**

SOCIETY WEB SITE – HOME PAGE



TOGETHER,
MAKING THE MUSIC
THAT'S MAKING A
DIFFERENCE.

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OFFICIAL PUBLICATION OF THE BARBERSHOP HARMONY SOCIETY

TIPS & TECHNIQUES
FROM SOME OF THE
SOCIETY'S BEST JUDGES



IMPACT
MAKEOVER
Quartet Edition

1 2 3 4 Start Stop

Search for Sheet Music

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[Members Only Site](#)

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Chapter Assistance

What Issues Face Your Chapter?



- [Ideas to Grow Membership](#)
- [Fund Raising](#)
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2014 BHS Intl Championship Performance: ...



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SOCIETY WEB SITE – EBIZ PAGE

Welcome, Peter Carentz

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Help:
[How do I find my ebiz password?](#)

Find:
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Chapters](#)

Locate other Members, Quartets and Chapters using
a variety of search options.

[Member Management](#)

Take charge of your account. Change your address,
renew your membership, make payments online.

[Chapter Management](#)

Get your chapter roster. Secretaries can manage

**Have you had a permanent or temporary
change of address?**

Call us at (800)876-7464 or email us at
info@barbershop.org and help us keep your contact
information current! (You can also update your mailing
address in Ebiz in your online records.)

EBIZ PAGE –

The screenshot shows the ebiz.BARBERSHOP.ORG website. The header features the logo "ebiz.BARBERSHOP.ORG" with the tagline "customer portal to the Barbershop Harmony Society" and a navigation menu with links: Home, RENEW MEMBERSHIP, Find, My Records, My Memberships, Quartets, Order History, Pay Others' Dues, Contest Entry, Documents, and Contact Us. A "Logout" link is in the top right. The main content area includes a welcome message for "Peter Carentz", a "Logout" button, a red "click to RENEW NOW!" button, a "Need immediate assistance? Try Live Chat Support:" section with a link to launch live chat support, and a "Harmony Marketplace" section with the text "Shop for music and more".

ebiz.BARBERSHOP.ORG
customer portal to the Barbershop Harmony Society

Home RENEW MEMBERSHIP Find My Records My Memberships Quartets Order History Pay Others' Dues Contest Entry Documents Contact Us [Logout](#)

Welcome, Peter Carentz

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click to **RENEW NOW!**

Need immediate assistance?
Try Live Chat Support:
(Will open a popup window)
[Click here to launch Live Chat Support](#)

Or dial (800)876-7464 to speak directly to a representative

Harmony Marketplace
Shop for music and more

PROVIDES READY ACCESS TO MEMBER TO UPDATE HIS INFORMATION AND SERVICES LIKE:

- PAY FEES OR DUES OR ORDER THINGS FROM THE HARMONY MARKETPLACE.
- PROVIDES SERVICES TO THE CHAPTER SECRETARY AND CHAPTER PRESIDENT.
- SECURE!
- EASY TO NAVIGATE EVEN FOR A COMPUTER CHALLENGED.

EBIZ PAGE – FIND MEMBERS

ebiz.BARBERSHOP.ORG
customer portal to the Barbershop Harmony Society



[Home](#) [RENEW MEMBERSHIP](#) [Find](#) [My Records](#) [My Memberships](#) [Quartets](#) [Order History](#) [View Cart](#) [Pay Dues Renewals](#) [Contest Entry](#)

Logged in as Michael Lanotot - 154266 [Logout](#)

First Name or Nick Name	Begins With ▼	<input type="text"/>	Member No.	<input type="text"/>
Last Name	Begins With ▼	<input type="text"/>	Search	<input type="text"/>
City	Begins With ▼	<input type="text"/>	search by proximity	
State	Begins With ▼	<input type="text"/>		
Email	Begins With ▼	<input type="text"/>		
Home Phone	Begins With ▼	<input type="text"/>		

Search results will appear below

TIPS

- FILL IN AS MUCH KNOWN INFORMATION AS POSSIBLE.
- PARTIAL "KEY WORDS" ARE OKAY , IF YOU ARE NOT SURE OF EXACT SPELLING.
- NAMES O' (I.E. O'REILLY) ENTER LAST NAME AS "O" AND REMAINDER OF LAST NAME
- MORE INFORMATION INCLUDED NARROWS THE SEARCH.

EBIZ PAGE – FIND QUARTETS

Search Quartets

Search Results

☒ Search by Name

Name Contains

☐ Search by Proximity

Locate Quartets Within Miles of
City, State/Province
OR Zip Code

Search

Reset

TIPS

- ENTER NAME OF THE QUARTET EXACTLY THE WAY IT IS SPELLED.
- PARTIAL “KEY WORDS” IS OKAY , IF YOU ARE UNSURE OF EXACT SPELLING.
- BE CAREFUL. SOME QUARTETS DELIBERATELY MISSPELL THEIR NAMES.
- ACTIVE (PAID-UP ANNUAL REGISTRATION) REGISTERED QUARTETS LISTED ONLY.
- MAY LOCATE MULTIPLE QUARTETS WITHIN A SPECIFIC GEOGRAPHIC LOCATION (CITY/POSTAL CODE).

EBIZ PAGE – FIND A CHAPTER

Chapter Search

☒ By Proximity

Locate Chapters Within Miles of
City, State
OR
Zip Code

☐ By Name

Chapter Name Contains
OR
Chorus Name Contains

☐ By District

District

Search Results

TIPS

- INTUITIVE APPROACH TO FINDING A SPECIFIC CHAPTER
- YOU CAN OBTAIN A LIST OF ALL CHAPTERS IN A SPECIFIC GEOGRAPHIC AREA OR DISTRICT
- USE OF PARTIAL “KEY WORDS]” IN NAME OR NICKNAME OF CHORUS IS OKAY.

EBIZ PAGE – PULLING YOUR ROSTER

ebiz.BARBERSHOP.ORG
customer portal to the Barbershop Harmony Society



Home RENEW MEMBERSHIP Find My Records My Memberships Quartets Order History Pay Others' Dues Contest Entry Documents Contact Us [Logout](#)

M058 Onondaga County

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1118 Court Street
Maria Regina College - Auditorium
Syracuse, NY 13210
(315) 687-6787

Chapter Website: www.harmonykatz.com

Member Count by Member Class

Member Class	Number of Members
RG	22
S5	1
SL	5
SN	1
Y2	4
Total	33

[Click here to see classification descriptions](#)

Past Due Chapter Members

No past due members found

Current Chapter Members

			Home Phone /		Chapter	Society			MoNI			
--	--	--	--------------	--	---------	---------	--	--	------	--	--	--

TIPS

- ONCE ON YOUR CHAPTER'S PAGE CLICK ON 'DOWNLOAD DATA'

EBIZ PAGE – PULLING YOUR ROSTER

TIPS

- CLICK ON YOUR FORMAT (EXCEL OR ACCESS)
- THE FILE WILL DOWNLOAD TO YOUR COMPUTER
- THE DATA IS IN RAW FORM AND WILL REQUIRE SOME CLEANING UP FOR USE. BUT EVERYTHING YOU NEED TO KNOW IS THERE.

- M058 Onondaga County
- M059 Salamanca
- M062 Bradford
- M064 Grove City
- M065 Greater DuBois
- M066 Rome, NY

NOTE: Creation of Access database and preparing it for download can take several minutes. Please click the "Excel Format" or "Access Format" button only once and be patient while the server completes the process

...

New Format

Excel Format

Access Format

Original Format


Excel Format

Access Format

Please note that both formats contain similar data. However, both formats contain much more data than the browser-based roster table. The browser-based roster table contains information on all CURRENT membership, whereas these downloadable rosters contain CURRENT and FORMER chapter membership (those who have expired chapter and society membership, or those who have moved to another chapter, etc). This is so chapter officers have access to expired membership data for the purpose of past and current membership inquiries, re-recruitment efforts, chapter growth, etc.


SOCIETY WEB PAGE – DOCUMENT CENTER

[Calendar](#) [Contact](#) [Marketplace](#) [Donate](#) [Documents](#) [Members Login](#)


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ENRICHING LIVES THROUGH SINGING

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Upcoming Events
Midwinter Convention Tucson
January 17 - 22, 2012, Tucson, AZ
Youth Chorus Festival, Seniors Quartet Contest, and more...
[Visit the convention page »](#)



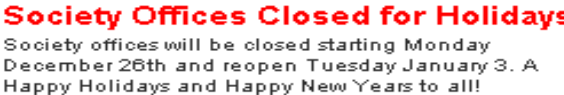
Chapter Assistance
What Issues Face Your Chapter?

- Ideas to Grow Membership
- Fund Raising
- Marketing/PR Materials
- See all

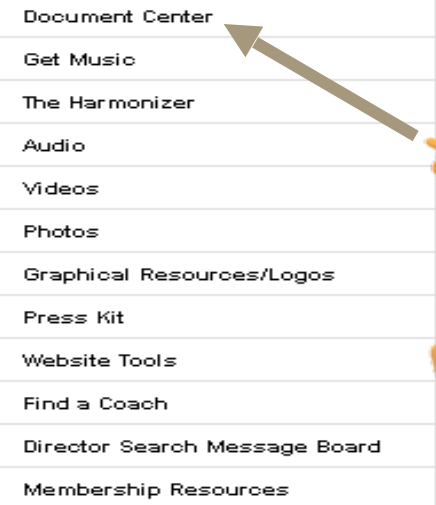


Free Chapter Marketing Tools

- Free Brochures/Show Flyers
- Marketing Posters
- Audio Radio PSAs
- More ideas



Society Offices Closed for Holidays
Society offices will be closed starting Monday December 26th and reopen Tuesday January 3. A Happy Holidays and Happy New Years to all!



Document Center
Get Music
The Harmonizer
Audio
Videos
Photos
Graphical Resources/Logos
Press Kit
Website Tools
Find a Coach
Director Search Message Board
Membership Resources

SOCIETY WEB SITE [**WWW.BARBERSHOP.ORG**](http://WWW.BARBERSHOP.ORG)

DOCUMENT CENTER

- DOES NOT REQUIRE PASSWORD TO ACCESS.
- PROVIDES ACCESS TO FORMS AND DOCUMENTS IN WORD OR PDF FORMAT
- ACROBAT READER FOR PDF FILES IS DOWNLOADABLE TO YOUR COMPUTER AT NO CHARGE
- MANY MANUALS AND BOOKLETS ARE
DOWNLOADABLE TO YOUR COMPUTER/PRINTER
ON THIS SITE.

EBIZ FOR MEMBERS

- DOES REQUIRE PASSWORD TO ACCESS.
- PROVIDES ACCESS TO REPORTS, LISTS AND SPECIALTY ENTRY/REGISTRATION FORMS OF SPECIFIC IMPORTANCE TO THE CHAPTER SECRETARY.
- PROVIDES ACCESS TO MEMBER PROFILES THAT CAN BE UPDATED BY THE MEMBER
OR CHAPTER SECRETARY. A VERIFICATION POSTING
SENT AFTER EACH PROFILE IS
UPDATED TO CS AND MEMBER.

CERTIFICATION OF SONGS SUNG AT CONTEST

- SUBMITTED AS PART OF CONTEST ENTRY PROCESS
- CHAPTER SECRETARY CERTIFIES THAT SONGS AND ARRANGEMENTS ARE LEGAL ACCORDING TO COPYRIGHT LAW.
- SUBMITS SONG TITLES, COMPOSER, ARRANGER AND PROOF THAT SONGS WERE PURCHASED LEGALLY AND ARRANGER WAS PAID FOR SERVICES
- RE-ENTERS CONTEST ONLINE IF THE SONGS CHORUS PLANS TO SING CHANGE.

CONTEST REGISTRATION

CONTEST ENTRY ON E-BIZ

- CONTEST ENTRY FORM IS COMPLETED ONLINE AT WWW.EBIZ.BARBERSHOP.ORG
- ENTRY IS AUTOMATICALLY SENT TO THE DISTRICT REPRESENTATIVE OF CONTEST AND JUDGING FOR YOUR DISTRICT, THE CONVENTION GENERAL CHAIRMAN AND THE CONTEST CAS
- THERE IS A DEADLINE FOR SUBMISSION OF THE CONTEST ENTRY FORM (CJ20) AND IT VARIES FROM DISTRICT TO DISTRICT. CONTACT YOUR DISTRICT REPRESENTATIVE OF CONTEST AND JUDGING FOR THE DEADLINE AND SPECIAL RULES.

Contest Registration

Welcome, Peter Carentz

[Logout](#)

click to
**RENEW
NOW!**

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Live Chat Support:

(Will open a popup window)

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to a representative

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Help:

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Find:

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Locate other Members, Quartets and Chapters

[Contest Manager](#)
[Contest Entry](#)
[Song Download](#)
[C&J Judges Roster](#)



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**Have you had a permanent or temporary
change of address?**

Call us at (800)876-7464 or email us at
info@barbershop.org and help us keep your contact
information current! (You can also update your mailing
address in Ebiz in your online records.)

CONTEST ENTRY PROCESS

Contest Details

☐ Quartet ☒ Chorus ☐ VLQ

☐ International ☒ District or Division

Where Do you want to Compete?

Convention :

Chorus Name	Subscription End Date	CONTINUE
C057 Bellevue	Dec 31 2010	CONTINUE

Convention Name	International Chorus Preliminaries and District Quartet Convention
Convention Start Date	10/30/2009
Convention End Date	11/1/2009
CJ20 Cutoff Date	10/20/2009
Convention Type	District Only
Note to Entrant	QUARTETS -- Be prepared to state whether your quartet is a novice quartet (by District Contest Rules) when you complete the contest entry (CJ20) Form, which will be confirmed by the EVG DRCJ.
Panel Size	3
Airport Code	
Venue Name	Telus Whistler Conference Center
City	Whistler
State	BC
Country	CANADA
Zip	V0N 1B4

CONTEST ENTRY PROCESS

Select from the following list of Directors

PersonID	Name	ADD
101500	Denny Stiers	<input type="button" value="ADD"/>
135907	Stuart Turner	<input type="button" value="ADD"/>
239392	Donny Rose	<input type="button" value="ADD"/>

If the Director is not in the above list, please enter the MemberID and click ADD

[ADD](#)

[Find Me](#)

List of Directors (Note : Max you can select is 2)

Member ID	Name
239392	Donny Rose

Select Contest Sub-sessions

Select all applicable contest sub-sessions for your competition from below list.

If you click a Check box and it does not result in a checked box, that is because the DRCJ will make that decision for you if you are eligible.

If you are entering both District and Division contests, select applicable contest sub-sessions from each.

EX: You are entering both District and Division contests, you see selection buttons for each. Select District and enter checks in each applicable box and Save, then Select Division and enter checks in each applicable box and Save.

Enter Contest :

☒ Chorus

Select	SubSession Name
<input checked="" type="checkbox"/>	International Preliminary Chorus
<input checked="" type="checkbox"/>	District Chorus
<input type="checkbox"/>	District Small Chorus
<input checked="" type="checkbox"/>	Most-Improved Chorus
<input type="checkbox"/>	Scores for Evaluation Only
<input type="checkbox"/>	Mic Tester only

CONTEST ENTRY PROCESS

Evaluation Type :

Select Riser :

Estimated number of Participants on the stage

Give any specific instructions or requests in this area for the DRCJ

Song Entry Process

The next series of screens will permit you to enter all of the information required to satisfy the clearance requirements for the songs that you plan to sing in the contest. This process can be done quickly if you have all of the information with you when you start the entry process. You may enter as many songs as you want and are not penalized if you enter more than is required for your projected number of rounds but the system will warn you when you have not entered the required number of songs based on the types of contests you have selected in the previous entry screens. A one round contest requires 2 songs, a two round contest requires 4 songs, etc. and you will have to have the required number to compete.

Instructions about submitting song clearances

BHS Marketplace Songs or Medleys carried in the BHS Marketplace

You will only need the marketplace ID number that came with the song or medley when you purchased it. If you don't know the ID number, you can enter all or a portion of the song title and it will search the marketplace song inventory for the arrangement ID number and you can select the correct one.

Other Sources

These instructions apply to songs that you did not get through the BHS Marketplace. You will need all of the detailed information provided at the time the arranger received the copyright clearance. If it is a medley or song arranged by you or acquired from another arranger, you will need all of the proof of copyright clearance information for all songs in the medley. If the arranger used a marketplace song as part of the medley, you can enter the marketplace ID in that medley submission.

CONTEST ENTRY PROCESS

Song Entry Process

☒ Market Place ☐ Other Source

[Show Saved Songs](#) [Finish Contest Entry](#) [Exit To Finish Later](#)

Click [HERE](#) to see songs previously saved in other conventions

Enter the ID for the Song Purchased :

Enter SongID or SongTitle and press search

Search for the Song Title : [Search](#)

Song Entry Process

☒ Market Place ☐ Other Source

[Show Saved Songs](#) [Finish Contest Entry](#) [Exit To Finish Later](#)

Click [HERE](#) to see songs previously saved in other conventions

Enter the ID for the Song Purchased :

Enter SongID or SongTitle and press search

Search for the Song Title : [Search](#)

Arrangement ID	Old ID	ProductID	Song Title	Medley	Arranger	Add
6370		202407	Nobody's Sweetheart		1. Kitzmiller, Scott	Add

CERTIFICATION OF PAID-UP MEMBERS AT CONTESTS

- **IT IS VITAL THAT THE CHAPTER SECRETARY IS ABLE TO DETERMINE AND CERTIFY THAT EACH MEMBER OF HIS COMPETING CHORUS IS A PAID-UP MEMBER OF THE SOCIETY.**
- **THIS IS ESPECIALLY CRITICAL WHEN A MEMBER'S RENEWAL COMES DUE IMMEDIATELY PRIOR TO THE SPRING, FALL OR INTERNATIONAL CONTESTS.**
- **PENALTIES FOR HAVING NON-MEMBERS OR NON-PAID-UP MEMBERS SINGING AT A CONTEST MAY BE SEVERE, UP TO AND INCLUDING DISQUALIFICATION OF THE CHORUS.**

AN EASY WAY TO ENSURE EVERYONE'S MEMBERSHIP IS CURRENT... EBIZ

M010 Batavia

[Meetings](#) - [Edit Chapter](#) - [Chapter Leaders](#) - [Download Roster Data](#) - [Dues Prices](#) - [Financial Filings](#)

Member Count by Member Class

Member Class	Number of Members
RG	30
SL	4
SN	2
Y2	4
Total	40

[Click here to see classification descriptions](#)

VA Hospital Auditorium
222 Richmond Ave.
Batavia, NY 14020
(716) 772-5122

Chapter Website: www.thevocalagenda.org

Past Due Chapter Members

Member Number	Name	Address	Home Phone / Work Phone / Cell Phone	Email	Chapter Dues Paid Thru	Society Dues Paid Thru	Member Quotation	Years / MembType / Birthday	MoN Count / LastYear Recruited	ID	FirstName	LastName
110550	George Biggar (Leanne)	10 Woodstream Blvd Fonthill, ON L0S 1E1	n905-892-4467 w905-988-5991	george.biggar@biggarsound.com	09-30-2011 OVERDUE	09-30-2011 OVERDUE	86 Days overdue Amount Due: \$226.11	6 RG 4/19	1 / 2008	110550	George	Biggar
286432	Michael Holmes (Elin Holmes)	81 Sterling Ave Buffalo, NY 14216-2807	n716-868-1155 c716-868-7866	holmesmichael23@msn.com	09-30-2011 OVERDUE	09-30-2011 OVERDUE	86 Days overdue Amount Due: \$158.00	9 RG 10/21	1 / 0	286432	Michael	Holmes
242266	John Morris	50 Royal Pkwy W Williamsville, NY 14221	n716-983-7437	jfmorris3@gmail.com	06-30-2011 OVERDUE	06-30-2011 OVERDUE	178 Days overdue Amount Due: \$171.00	16 RG 11/9	2 / None	242266	John	Morris

Current Chapter Members

Member Number	Name	Address	Home Phone / Work Phone / Cell Phone	Email	Chapter Dues Paid Thru	Society Dues Paid Thru	Member Quotation	Years / MembType / Birthday	MoN Count / LastYear Recruited	ID	FirstName	LastName
244044	Bob Aitken (Audrey)	22 Mary St St Catharines, ON L2N 6W9	n905-646-1785 w905-646-1785	aud-bob@cageco.ca	12-31-2011	12-31-2011	6 Days Left Amount Due: \$11.00	21 SL 1/13	2 / None	244044	Robert	Aitken

ROLE OF CHAPTER SECRETARY IN GRANT WRITING PROCESS

- **MEMBER OF THE GRANT WRITING TEAM**
- **RESOURCE FOR GATHERING INFORMATION FOR THE TEAM AND HELPING TO KEEP THINGS ORGANIZED**
- **PROVIDE INPUT, AS NEEDED**
- **PROVIDE PROOFREADING SUPPORT**
- **PROVIDE SUGGESTIONS FOR PRESENTATION OF THE FINISHED PRODUCT TO THE GROUP PROVIDING THE GRANT**
- **PROVIDE FOLLOW-UP SUPPORT AND LIAISON BETWEEN THE CHAPTER AND THE FUNDING GROUP.**

GATHERING THE TEAM

- **SEEK DIRECTION FROM THE CHAPTER BOARD. HAVE A REALISTIC GOAL!**
- **KEEP THE TEAM SMALL IN NUMBER.**
- **GATHER A DIVERSE GROUP OF MEMBERS WHO COULD WORK WELL TOGETHER.**
 - ✓ **LEADERS WITH COMMON SENSE AND CAN MOTIVATE THE TEAM.**
 - ✓ **VISIONARIES THAT CAN SEE AND SEEK THE POSSIBILITIES HOW A GRANT MAY ASSIST THE CHAPTER AND ALSO PROMOTE OUR HOBBY.**
 - ✓ **WRITERS WHO CAN PREPARE A DOCUMENT FOR PRESENTATION TO THE FUNDING AGENCY**
 - ✓ **FRONT MEN WHO CAN INTERFACE IN A POSITIVE WAY WITH THE AGENCY**
 - ✓ **PROOFREADERS THAT CAN PICK APART THE DOCUMENT THAT WILL NEED TO BE PREPARED**
- **SEEK “WORKER BEES” THAT WILL COMMIT TIME AND EFFORT TO THE PROJECT.**
- **SEEK THOSE WITH THE QUALITIES YOU SEEK FOR THE PROJECT – DON’T ASK FOR VOLUNTEERS, PERSONALLY ASK THOSE YOU WANT!**
- **PROVIDE A POSITIVE WORK ENVIRONMENT.**
- **FIND MEMBERS THAT ARE POSITIVE ABOUT THE OUTCOMES.**

WHAT ARE YOU TRYING TO ACHIEVE?

- IT'S NOT ABOUT \$\$\$\$, BUT ABOUT BUILDING A REPUTATION AND A RELATIONSHIP!
- THERE IS NO FREE LUNCH – YOU MUST OFFER SOMETHING OF VALUE IN RETURN.
- THE FUNDING AGENCY MUST LIKE YOU.
- YOU MUST LIKE THE FUNDING AGENCY.
- YOU MUST BE FLEXIBLE.
- YOU MUST REACH A WIDE GROUP OF PEOPLE.
- YOU MUST SHOW A RETURN FOR THE FUNDING AGENCY... IT'S NOT ABOUT THE \$\$\$\$



PREPARING THE GROUND WORK FOR A SUCCESSFUL PROJECT

- **IDENTIFY POTENTIAL FUNDING AGENCIES.**
- **RESEARCH THE FUNDING AGENCIES.**
- **LEARN WHEN THE FUNDING AGENCY DECIDES ON POTENTIAL GRANT APPLICATIONS.**
- **MEET WITH THE KEY PEOPLE IN THE SELECTION PROCESS.**
- **EXCEED WHAT THE FUNDING AGENCY IS SEEKING.**
- **LISTEN TO THE CUSTOMER (THE FUNDING AGENCY).**
- **FOLLOW-THROUGH ON WHAT YOU PROMISE.**
- **SEEK FEEDBACK FROM OTHERS TO IMPROVE.**
- **SELL WHAT YOU DO BEST... BARBERSHOP SINGING.**



TOOLS NEEDED FOR GRANT WRITING

- SOCIETY/HF GRANT WRITING HANDBOOK.
- LIBRARY BOOKS ON GRANT WRITING
- LIST OF POTENTIAL GRANT FUNDING RESOURCES AND LEADS
- APPLICATION FOR THE GRANT
- COMPUTER FOR WORD PROCESSING
- LOCATION TO MEET REGULARLY AND DEVELOP THE PROPOSAL.



WHAT NOT TO DO!

- DON'T PROCRASTINATE... SET AND MEET YOUR DEADLINES AND THOSE OF THE FUNDING AGENCY.
- SUBMIT A GRANT PROPOSAL WITH TYPOS.
- SUBMIT A GRANT PROPOSAL NOT MEETING THE SPECIFIC GOALS AND STANDARDS OF THE FUNDING AGENCY.
- DON'T JUST ASK FOR \$\$\$\$. SHOW THE FUNDING AGENCY HOW YOU PROPOSE TO EARN THE GRANT MONEY BY DOING SOMETHING THAT ENHANCES THE FUNDING AGENCY'S IMAGE IN THE COMMUNITY.
- ALWAYS GIVE SOMETHING IN RETURN FOR THE GRANT MONEY.



WHAT TO DO!

- BUILD RELATIONSHIPS EVERYWHERE.
- CONNECT BARBERSHOP SINGING WITH THE FUNDING AGENCY... IT'S LIKE APPLE PIE AND MOTHER.
- PROMOTE BARBERSHOP SINGING, BUT ALSO PROMOTE THE FUNDING AGENCY.
- GET INVOLVED WITH THE ARTS COMMUNITY... CAST BREAD ON THE WATER.
- ENHANCE YOUR VISIBILITY IN THE COMMUNITY.
- READ AND BONE-UP ON GRANT WRITING
- START SMALL WITH YOUR PROPOSAL, BE SUCCESSFUL, AND PROMOTE A LARGER PROPOSAL NEXT TIME.
- FOCUS ON THE ARTS AND YOUTH... THAT'S HOT

WHAT HAPPENS IF WE DON'T GET THE GRANT?

- **FIND OUT WHY... ASK FOR FEEDBACK AS TO WHY YOUR PROPOSAL WAS REJECTED.**
- **KEEP TRYING AND IMPROVING THE PRODUCT.**
- **REFINE YOUR PRESENTATION.**
- **FEW ORGANIZATIONS GET GRANTS THE FIRST TIME AROUND, KEEP TRYING.**
- **CONTINUALLY IMPROVE YOUR STANDING IN THE LOCAL COMMUNITY AND THE ARTS COMMUNITY.**
- **WORK FOR FREE AS AN ENTRE FOR FUTURE FUNDING OF YOUR PROJECTS.**
- **BUILD RELATIONSHIPS! KNOW THE PEOPLE YOU'RE TRYING TO GET A GRANT FROM.**
- **DON'T EVER GIVE UP**





Servi-SING

